

TRANSITIONAL DUTY PROCESS FOR DAJD-JUVENILE DIVISION
EMPLOYEES

1. Employee reports temporary medical restrictions as a result of a medical condition to the Scheduling Supervisor and DAJD Sr. HR Analyst.
2. Employee is provided a packet of Worker's Compensation information, if applicable, a blank Activity Prescription Form (APF) and Transitional Duty Job Analysis (TDJA).
3. Employee provides APF and TDJA to medical provider and submits completed forms to the Claims Officer/DAJD Sr. HR Analyst.
4. DAJD Sr. HR Analyst submits completed APF and TDJA to Claims Officer /Job Placement Specialist.
5. If the employee is unable to be placed in their regular position in a restricted duty capacity by the DAJD Sr. HR Analyst but is cleared to perform tasks specified on the TDJA, then a notification is sent to the Job Placement Specialist (JPS) for placement.
6. Job Placement Specialist (JPS) Receives Referral from DAJD Sr. HR Analyst:
 - Step 1: JPS contacts employee to coordinate placement services either on the phone or at a scheduled meeting. Medical restrictions, job skills, and other TDA information are discussed and TDA placement is selected with employee input. Placement can be made according to release date noted on the APF and TDJA.
 - Step 2: JPS confirms via email with the TDA supervisor and DAJD Sr. HR Analyst that the placement is established. Attached to the email is a copy of the TDA Placement Letter, TDA Timesheet and the TDA Who to Contact form. Email is also copied to the Claims Officer (if applicable) and Scheduling Supervisor. All information is inputted to icomp.
 - Step 3: The TDA supervisor is instructed to review and provide copies of these documents to the employee prior to the start of an assignment. Copy of the signed TDA Placement Letter is submitted to the JPS.
 - Step 4: If the JPS leaves a phone message or sends an email and the employee fails to reply, the JPS calls/emails again on day 2. If a second attempt to contact fails, the Claims Officer/DAJD Sr. HR Analyst are notified that the employee could not be reached. Phone number/email address are verified with the Claims Officer/DAJD Sr. HR Analyst. A request is submitted to HR to obtain copy of the employee's KC application to review for work history information and assessment of transferable skills. Placement is selected on day 3 and confirmed with the TDA supervisor and DAJD Sr. HR Analyst (A minimum of 3 days notice will be given to employees who have not been notified orally of their TDA start date).
 - Step 5: Employee is sent a copy of the TDA Letter, AFP and TDJA, and TDA Who to Contact form notifying them to report for duty. Employees who were not notified orally, will be notified via regular mail/email and certified mail.

7. The Employee starts TDA:

- a. If needed the JPS conducts a worksite evaluation to determine need for ergonomic and adaptive needs.
- b. Equipment is loaned from the Disability Services equipment bank if available or purchased through the claim/department if medically necessary.
- c. JPS will send an email that will notify the Claims Officer/DAJD Sr. HR Analyst when the assignment is projected to end as well as when it does end.

8. The Employee fails to start the TDA:

- a. The JPS receives the TDA supervisor's notification of a no-show/no-call. The JPS notifies the Claims Officer/DAJD Sr. HR Analyst. Claims officer calls worker to see why no-show/no-call and a letter is sent.
- b. If applicable, the Claims Officer then notifies the employee in writing that time loss will be discontinued or the DAJD Sr. HR Analyst will contact the employee and their supervisor to address the no-show/ no-call.
- c. If the employee requests placement activities may be reactivated.

9. Follow-Up:

- a. The JPS contacts the TDA supervisor during the third week for a status check.
- b. Depending on the length of medical restrictions and if no accommodations or ergonomic modifications are needed;
 - i. At 4 months, if the employee has not been released to return to work JPS will send an e-mail notification to regular supervisor, the claims officer, and disability services.
 - ii. At 5 months, if the employee has not been released to return to work , the claims officer will set up a meeting with the regular supervisor, and disability services for a next steps process.
- c. Updated medical information may be requested by the claims officer or DAJD Sr. HR Analyst throughout the assignment to determine if the employee may return to restricted duty within their job or for full duty with no restrictions.
- d. If the employee is released for restricted or full duty or they are medically restricted from participating in the TDA, notification must be provided to the JPS and Claims Officer/DAJD Sr. HR Analyst.