

TRANSITIONAL DUTY PROCESS FOR NON-OCCUPATIONALLY INJURED SWD DIVISION EMPLOYEES

1. Employee reports temporary medical restrictions as a result of a medical condition to their Supervisor and SWD HR Analyst or Disability Services Specialist (if applicable).
2. Employee is provided a blank Activity Prescription Form (APF) and Transitional Duty Job Analysis (TDJA).
3. Employee provides APF and TDJA to treatment provider and submits completed forms to the SWD HR Analyst and/or Disability Services Specialist.
4. If the employee is unable to be placed in their regular position in a restricted duty capacity or another TDA within SWD, then APF and TDJA is sent to the Job Placement Specialist (JPS) for placement outside SWD.
5. Job Placement Specialist (JPS) Receives Referral from SWD 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. Placement can be made according to release date noted on the APF and TDJA.
 - Step 2: JPS confirms via email with the TDA supervisor, SWD HR Analyst and Disability Services Specialist (if applicable) 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.
 - 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 and the employee fails to reply, the JPS calls again on day 2. If a second attempt to contact fails, the SWD HR Analyst is notified that the employee could not be reached. Phone number is verified with the SWD HR Analyst. Placement is selected on day 3 and confirmed with the TDA supervisor and SWD HR Analyst and Disability Services Specialist (if applicable). 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, APF 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.
6. 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 SWD HR Analyst and Disability Services Specialist when the assignment is projected to end as well as when it does end.
7. 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 SWD HR Analyst and Disability Services Specialist.
 - b. If the employee requests placement activities may be reactivated.
8. Follow-Up:
 - a. Updated medical information will be requested by Disability Services Specialist throughout the assignment to determine if the employee may return to restricted duty within their job or for full duty with no restrictions.
 - b. The JPS contacts the TDA supervisor during the third week for a status check.
 - c. Depending on the length of medical restrictions JPS will send an email to Disability Services Specialist and Sr. Human Resource Analyst at four months.

- d. At 5 months, if the employee has not been released to their job of injury, the JPS will send and email notification to the Disability Services Specialist, SWD HR Analyst, and the employees regular supervisor.
- e. At 6 months, if the employee has not been released to return to work at their job of injury, the disability services specialist will set up a meeting with the employees regular supervisor, and SWD HR Analyst to determine next steps process. The Disability Services Specialist will notify the employee why the assignment is ending and send them home.
- f. If the employee is released for full duty or they are medically restricted from participating in the TDA, notification must be provided to the JPS, SWD HR Analyst or Disability Services Specialist (if applicable).