

**TRANSITIONAL DUTY PROCESS FOR OCCUPATIONALLY INJURED
SOLID WASTE DIVISION EMPLOYEES**

1. Employee is provided a packet of information containing Worker's Compensation information and a blank Activity Prescription Form (APF) and Alternative Work Job Analysis (AWJA).
2. Employee reports temporary medical restrictions as a result of an occupational injury.
3. Employee provides APF and AWJA to treatment provider and submits completed forms to the Claims Officer.
4. If APF and AWJA indicate an inability to work transitional duty then the employee remains off of work.
5. If APF and AWJA indicate an ability to work transitional duty the forms are forwarded to the HR representative within Solid Waste Division.
6. The HR Rep. identifies internal SWD transitional duty opportunities for placement of the injured employee. Placement coordination, documentation, and notification of assignment are conducted by the HR Rep. Consultation with the Job Placement Specialist (JPS) is optional. JPS may assist with determining appropriateness of transitional duty with worker's limitations.
7. Should the HR Rep. identify no TD opportunities internally within 2 business days, the HR Rep. forwards a TD Referral Form, APF and AWJA to the Job Placement Specialist for TD placement in external departments. The JPS casenotes all activities upon receipt of the completed referral form, PCE and Alt. Work JA in iComp.
8. The JPS contacts current Transitional Duty supervisors and determine placement opportunities within the different departments.
9. Location of Transitional Duty Assignment (TDA) is confirmed:

Placement

- i. JPS contacts employee to coordinate placement services either on the phone or at a scheduled meeting. Medical restrictions, job skills, and other TD information are discussed and TDA is selected with employee input. Placement can be made according to release date noted on PCE and/or AWJA.
 1. JPS confirms with the TD supervisor, employees regular supervisor, claims officer, and HR Rep. that the placement is confirmed via email. Attached to the email is a copy of the TDA Placement Letter, signed APF and AWJA, TDA Timesheet, and TD Guidelines.
 2. The TDA supervisor is instructed to review and provide copies of these documents to the TD worker prior to the start of an assignment. Copy of the signed TDA Guidelines and TDA Placement Letter is submitted to the JPS.
- ii. If the JPS leaves a message and the employee fails to call back, the JPS calls again on day 2. If a second message is left, the Claims Officer (CO) is notified that the employee could not be reached. Phone number is verified with the CO. Request submitted to HR Rep. 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 TD supervisor and HR Rep. (A minimum of 3 days notice will be given to employees who have not been notified verbally of their TDA).

1. Employee is sent a copy of the TDA Letter, APF and AWJA, and TDA Who to Contact form notifying them to report for duty via regular and certified mail.

10. 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 or purchased through the claim if needed.
- c. JPS will prepare an email that will notify the claims officer when the assignment ends.

11. The Employee fails to start the TDA:

- a. The JPS receives the TDA supervisor's notification of a no-call, no-show. The JPS notifies the Claims Officer and HR Rep. Claims officer calls employee to ask why no show/no call.
- b. The Claims Officer then notifies the employee in writing that time loss will be discontinued.
- c. If the employee requests a TDA, placement activities may be reactivated.

12. Other Notes:

- a. Optional-The JPS contacts the TDA supervisor during the third week for a status check.
- b. Updated medical information may be requested by the claims officer throughout the assignment to determine if the employee may return to restricted duty within their job or full duty with no restrictions.
- c. The JPS contacts the TDA supervisor at 4 months, if the employee has not been released to return to work, the JPS will send an email notification to the employees regular supervisor, claims officer, and disability services.
- d. The JPS contact the TDA supervisor at 5 months, if the employee has not been released to return to work, the JPS will notify the Claims officer who will then set up a meeting with the regular supervisor and disability services for the next steps process.
- e. If the employee is released or pulled from working the TDA, the JPS and Claims Officer will notify each other.
- f. If the TDA reaches six months, and the employee has not been released to fulltime work at the job of injury, or no expected release for work within the next two weeks, JPS will notify disability services. Disability services will initiate a phone conference between regular supervisor and claims officer. If the employee is on standard TDA, the claims officer will tell the employee why the position is ending and send them home.