



Ventura County Community College District

TRANSITIONAL RETURN-TO-WORK PROGRAM

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Internal Program

TRANSITIONAL RETURN TO WORK PROGRAM INTERNAL PROGRAM VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

OBJECTIVE:

It is the intention of Ventura County Community College District to support the development, implementation and monitoring of a Transitional Return-to-Work Program that is consistent with the workers' compensation laws of California and all applicable state and federal disability and discrimination laws.

The ultimate purpose of a Transitional Return-to-Work Program is to return all employees who suffer industrial and related injuries or illnesses to work as soon as possible, in a position that is within the medical restrictions outlined by the treating physician. We refer to this as a "Transitional Return-to-Work Program". Ventura County Community College District intends to implement this program for all employees.

The Transitional Return-to-Work program is designed to allow employees to return to work either in their usual and customary position with minor modifications; or, in an alternative "transitional" position that is at a level they are physically capable of performing until they can return to their regular position. It is the intent of the program for no single modified or alternative "transitional" position to exceed 60 working days, with one optional 30-day extension..

Consideration will be given to the job classification of the injured employee when evaluating temporary transitional positions. Participation in this program will include a review no less than every 30 working days.

I. DEFINITION OF TRANSITIONAL WORK

Transitional work assignments are temporary transitional assignments, which assist the injured or ill employee in returning to work at a level they are physically capable of performing until they can return to their usual and customary position. This type of work is a "transitional" process, which enables the employee to gradually resume their full-time duties as recommended by their primary treating physician or Qualified Medical Examiner (QME). It is possible that an injured employee will participate in several "transitional" jobs while recovering.

II. UNDER NO CIRCUMSTANCES DOES THIS PROGRAM INTEND TO ESTABLISH NEW POSITIONS, NEW ASSIGNMENTS OR DISPLACE OTHER EMPLOYEES.

- A. The Program's intention is to utilize the resources of an employee for the benefit of the programs and students of the district.
- B. Numerous employers have experienced that most employees would prefer to return to their regular assignments.
- C. It has also been experienced that injured or ill employees are much more inclined to recover quicker when the transitional job is in lieu of remaining at home.

Program Parameters

TRANSITIONAL RETURN TO WORK PROGRAM PARAMETERS

PARTICIPATING DEPARTMENTS: All Departments

PROGRAM EFFECTIVE DATE: February 1, 2015

Temporary Transitional Work Assignment: Up to 60 working days with evidence of improvement with one optional 30 day extension.

District Main Contacts:

First Contact:

Ron Owen, Benefits Analyst
rowen@vcccd.edu
Fax (805) 652-7705

Second Contact:

Gary Maehara, HR Director of Operations
gmaehara@vcccd.edu

FRONT LINE PROVIDER:

See Medical Panel

Transitional (Industrial) Return to Work Log

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT TRANSITIONAL (INDUSTRIAL) RTW LOG

Employee	
Date of Injury	
Supervisor	
Usual & Customary Occupation	

Temporary Transitional Start Date	Temporary Transitional End Date	Total Days*	Temporary Transitional Position	Temporary Transitional Supervisor
TOTAL				

*Total transitional workdays not to exceed 60-90 working days per transitional job.

Notes: _____

Frequently Asked Questions

EMPLOYEE'S GUIDE TO TRANSITIONAL RETURN-TO-WORK Frequently Asked Questions

What is a “Transitional Return-to-Work” program?

We recognize that being disabled from a work-related injury or a non-work related injury or illness could be unsettling. Often, as a result of an injury or illness, an employee is unable to physically handle all aspects of their normal job. Recognizing that all employees provide valuable contribution to the District, we have established a program that enables you to return to work in a capacity that will be helpful to your recovery process and helpful to the District.

What is a “Temporary Transitional Job”?

In partnership with your treating physician, a temporary job that provides a benefit to the District is identified that is within your physical capabilities. The job is “temporary” to allow the District, and your treating physician, the flexibility to adapt to your physical needs as you recover.

How does a “Temporary Transitional Job” help my recovery?

Many times injured employees remain at home during part of their recovery process. Medical studies have shown that individuals who return to work recover quicker and return to their regular jobs sooner.

Who at the District do I send my return to work (RTW) note from my physician?

Upon receipt of a return-to-work release by your treating physician, you are required to immediately, no later than the next working day, report to the Human Resource Office.. It is the employee's responsibility and duty to keep the District informed of their work status.

If I cannot do an essential function of my job, what happens? What is the next step?

If you are unable to do an essential function of your job, every effort will be made to find a temporary transitional position that complies with the recommendations of your physician. If a temporary transitional position is not available and your injury or illness is work related, you will be entitled to Industrial Accident Leave and/or Temporary Disability until a temporary transitional position is identified or until you are released by your treating physician.

Can I choose not to participate in a “Temporary Transitional Job” program?

Participation is not required if your authorized treating physician feels successful recovery requires you to be home. Your physical capabilities, as indicated by your treating physician, will be the basis for determining participation. If your treating physician feels it is medically appropriate for you to return to a modified or transitional position, and if the District has an appropriate position, you will be required to participate.

If I chose not to participate will I still be entitled to Industrial Accident Leave and/or Temporary Disability?

If your authorized treating physician feels you are able to return to work in a modified or transitional capacity and the District has an appropriate position for you, Industrial Accident Leave and/or

temporary disability will not be paid. If approved, you do have the option to utilize any available vacation time.

How will I obtain medical treatment if I'm back at work in a "Temporary Transitional Job"?

Your medical treatment plan will continue as indicated by your treating physician. Participation in this program is not designed to interfere with your treatment but to be an added element in your recovery. We do ask that you arrange treatment before or after your work hours whenever possible. If a physician visit, physical therapy, or testing is required during regular work hours, please let your supervisor know.

How long can I participate in the "Temporary Transitional Job"?

Length of participation will vary based on individual needs as indicated by your treating physician. Participation is typically no more than 60 days, but will not exceed 90 days. After that time, if you are unable to return to your regular job and if another appropriate temporary transitional job is not available, you may be eligible for Industrial Accident Leave and/or Temporary Disability, if the injury or illness is work related.

What if, during my participation, my medical condition changes or I feel unable to continue working the "Temporary Transitional Job"?

As you recover, and your medical condition changes, we will be working closely with your treating physician to ensure the temporary transitional job is appropriate to aid in your recovery. If, at any time, you feel unable to continue the transitional job, please contact Risk Manager.

I've had a work related injury, why am I receiving Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) paperwork?

An injury or illness that occurs at work may meet the definition of a qualifying medical condition under FMLA/CFRA. It is important that you know your rights and responsibility if your work-related injury/illness is covered by these two laws. Employees with questions about what illnesses are covered under this FMLA/CFRA policy or under the District's sick leave policy are encouraged to consult with Human Resources.

If I have sick time, am I required to take the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) leave unpaid?

No. FMLA/CFRA leave runs concurrently with your Industrial Accident leave and workers' compensation benefits. While disabled from a work related injury you will be eligible for all benefits under the Education Code and as provided statutorily by workers' compensation. If, however, all benefits are exhausted and you still have sick time available, that will be utilized.

What is disability retirement and where do I go to file for it?

If you have a disabling injury or illness that prevents you from performing your job duties, you may be eligible for disability retirement through PERS or STRS. You would need to file a Disability Retirement Election Application with PERS or STRS. For more information, please contact Human Resources.

Physical Abilities Assessment

Employee Name: _____

Date of Injury: _____

TO BE COMPLETED BY THE PHYSICIAN:

Ventura County Community College District and Keenan & Associates promotes the use of a transitional work program to help rehabilitate injured workers. The type of work performed in the transitional, modified duty program must be within the doctor's restricted release.

Please designate ABILITIES in the following way:

Never=0% Occasionally=1-33% Frequently=34-66% Continuously=67-100%

1. Lift: (Note Weight) _____
2. Carry: (Note Weight) _____
3. Sitting—Push/Pull: _____
4. Standing—Push/Pull: _____
5. Bending: _____
6. Squatting: _____
7. Crawling: _____
8. Climbing: _____
9. Overhead Reaching: _____

Number of Hours for Each Activity (Note: Total does not have to equal 8 hours)

1. Sitting: _____
2. Standing: _____
3. Walking: _____
4. Alternately Sit/Stand: _____
5. Hands: Simple Grasping _____ Firm Grasping _____ Fine Manipulation _____
6. Feet: (Use of feet in regards to Operating Foot Commands) _____
7. Activities:
 - Driving Personal Vehicle _____
 - Driving Company Vehicle _____
 - Riding in Motorized Vehicles _____
 - Working Full Time _____
 - No Restrictions: _____

Estimated Date Of Return To Work Full Duty _____

Next Appointment Date and Time _____

Physician Signature _____ Date _____

PHYSICIAN: Please complete and return to employee. Fax a copy to Keenan & Associates attention Nurse Case Manager at 310-782-2263. Please also fax a copy to the Risk Management Department at {Enter District Name} at {enter fax number}.

Employee Acknowledgement Form

TEMPORARY TRANSITIONAL DUTY

The Ventura County Community College District has developed a Transitional Return to Work Program to benefit all employees and the District. You are a valuable resource to the District and we are pleased that your treating physician has approved you for temporary transitional duty. You will be assigned to a temporary position that is within the medical abilities and limitations outlined by your treating physician. Effective immediately please report to the following:

Temporary Position:

Location:

Temporary Duties:

Supervisor:

Supervisor Phone:

Hours:

Effective Dates:

If you are sick or unable to report to work for any reason, please contact the supervisor above immediately, as well as the Executive Director of Human Resources (and/or Risk Management) at {enter phone number}. If you become ill or are unable to report to work during your temporary transitional work assignment, we will charge your sick leave unless you provide our office with a doctor's off work notice indicating your illness was industrial related.

This is a transitional assignment that is subject to change and generally will not exceed 60-90 working days per transitional job. If, at any time, you feel you are unable to perform the transitional assignment or, if you should feel the physical requirements of the position exceed limitations placed by your physician, please immediately notify your supervisor.

The intent of this program is not to create a new permanent position. At the end of the maximum 90 working day period we reserve the right to assign you to a new temporary transitional position or place you back on workers' compensation temporary disability.

We look forward to your participation in our Transitional Return to Work Program.

I have read and understand the above:

Employee Signature and Date

Supervisor/Transitional Work Program

cc: Workers' Compensation File
Payroll Department
Human Resources
Risk Management
Keenan & Associates

Employer Letters

NO TEMPORARY TRANSITIONAL WORK AVAILABLE

Date

Ron Owen
Ventura County Community College District
255 W. Stanley Avenue, Suite 150
Ventura, CA 93003

RE: EMPLOYEE:
CLAIM NO:
D/INJURY:

Dear {District Contact Name};

We recently contacted you regarding the provision of a temporary transitional position for the above-injured employee. Unfortunately, at this time, you are unable to accommodate this employee's temporary medical limitations.

As you might be aware, according to the California Workers' Compensation Institute, temporary Transitional return-to-work programs can provide an effective and inexpensive method for reducing workers' compensation disability costs. Employers who encourage injured workers to return to work as quickly as possible after an occupational injury reap the rewards in reduced disability costs, lower medical costs, increased productivity, and higher employee morale.

Keenan & Associates views temporary return-to-work programs as a necessary component in controlling workers' compensation costs. In partnership with many of our customers, we have developed a temporary transitional return-to-work program that can reduce your overall workers' compensation claims costs and ultimately assist in controlling insurance premiums.

Whether you have a formal or informal approach to evaluating temporary transitional return to work, we are committed to partnering with you to reduce your overall claim costs. As medical limitations change, and the injured workers' physical abilities increase, we will continue to contact you regarding a possible temporary transitional position.

If you have any questions regarding how to improve your workers' compensation program in this regard, or how to facilitate returning injured employees to work, please contact your Account Executive.

Sincerely,

Susie Crane
Director – Managed Care
Keenan & Associates

cc: W.C. Claims Manager

REMINDER REGARDING TRANSITIONAL ASSIGNMENT

Date:

Ron Owen
Ventura County Community College District
255 W. Stanley Avenue, Suite 150
Ventura, CA 93003

RE: EMPLOYEE:
CLAIM NO:
D/INJURY:

Dear {District Contact Name}:

Please be advised that, based on our records, [Employee Name] has been on modified or transitional duty with the District since [Date], a total of 30□ / 45□ days. As you know, this type of duty is meant to be a transitional process that enables the employee to gradually resume their full duties.

It is a general guideline that, if an employee is accommodated on transitional or alternate duty in the same capacity for more than 60 days, the employer should be prepared to accommodate the employee in that position on a permanent basis. At this time, we recommend that you complete a duty assessment, ensuring that, as the employee's work restrictions are decreased, his/her job duties are increased accordingly. You may also want to evaluate whether the employee should continue working a temporary transitional altogether.

Please advise if we can be of additional assistance in this process. As you know, we are continually monitoring the employee's progress with the doctor to ensure the employee is returned to work full duty as soon as possible. If you do elect to discontinue the modified or transitional duty, please notify me so we can pay benefits accordingly. Thank you.

Sincerely,

[Claims Examiner or Nurse Case Manager]

cc:

Human Resources
Risk Management