PROCEDURE

Effective Date: August 12, 1991
Approved By: Vice President for Business & Financial Affairs
Administrative Revision: May 12, 2006
Approved By: Vice President for Business & Financial Affairs
Revised: September 1, 2010
Approved by: Director, Environmental Health and Safety

Authority: RCW 41.06.490
See Also: POL-U5950.13 Workers’ Compensation Claims Management
          POL-U1600.03 Accommodating Persons With Disabilities

PRO-U5950.10B IMPLEMENTING WORKERS’ COMPENSATION
TRANSITIONAL RETURN-TO-WORK (RTW)

Action by: Injured/Ill Employee

1. Obtains a written description of physical capabilities on the first visit to the doctor following a work-related injury or diagnosis of occupational illness and provides it to the workers' compensation manager.

Action by: Workers’ Compensation Manager

2. Coordinates the transitional RTW program through the following actions:

   2a. Obtains an injured/ill employee’s current physical capabilities and current or updated job description from employee’s supervisor.

   2b. Contacts employee’s department to determine if transitional RTW duties are available within the employee’s current capabilities.

   2c. Facilitates collaborative development of a transitional RTW plan using input from the employee, his or her department, and Human Resources.

   2d. Obtains approval for the plan from the attending physician and the employee’s Director/Chair.

Note: The plan can only proceed with approval from the physician and the employee’s Director/Chair.
PROCEDURE

**Action by:**

**Action:**

2d.1. If approval is not received from the employee’s department **contacts** the following to determine available options for transitional RTW.

   a. Other employing departments within the employee’s division/college.
   b. Human Resources Department for list of university offices currently requesting temporary recruitments.

2e. From the plan **creates** a letter-of-agreement (see sample attachments A and B) for signature from the employee.

2f. **Provides** copies of the signed agreement to the employee, department, Human Resources, the Department of Labor and Industries, and the claim file.

2g. If the employee declines the approved plan **advises** the Department of Labor and Industries claims manager of the same.

4. **Coordinates** participation with applicable employee assistance programs, as appropriate, through the Human Resources Department.

5. **Monitors** the implementation of the transitional RTW plan at least weekly to support smooth transition to the job of injury.

Department

6. **Provides** transitional RTW as feasible and **assists** the employee with plan compliance.

Injured/Ill Employee

7. **Contacts** Human Resources Department to determine what type of leave (if any) is available and **advises** supervisor of leave he or she will use.
PROCEDURE

Action by: Workers’ Compensation Manager

Action:

Note: Leave available will be limited to that allowed by applicable law, university policy, and bargaining unit agreement and/or employee handbook.

8. Works within the transitional RTW plan.

9. If totally restricted from work following an injury or illness contacts his or her supervisor weekly to establish the earliest date that transitional RTW may be possible.

10. Refers employee to Human Resources if restrictions become permanent or the employee is unable to complete transitional the RTW plan.