

PROCEDURE

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Approved by: Director, Environmental Health and Safety

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[RCW 51.32.090](#)

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:

Action:

Injured/Ill Employee

Workers' Compensation
Manager

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.
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.

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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/III 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.

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Action by:

Action:

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

Workers' Compensation
Manager

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.