

RETURN TO WORK – TRANSITIONAL DUTY PROGRAM

Due to occasional job-related injuries or illness, with a loss of time from work, the County has instituted this Return to Work – Transitional Duty Program. This program is designed to support employee recovery, reduce workers compensation costs, and promote employee good will.

Employees recovering from a work-related injury or illness who are unable to return to work and fully perform the essential functions of their jobs, with or without reasonable accommodation, may still be able to undertake an alternative, temporary, transitional position at the County until recovery is complete. This transitional position will be carefully designed to be appropriate for the skills, knowledge, and capabilities of the recovering employee. An employee able to perform a transitional duty, will work in a temporary position until he/she has the necessary capacity to perform his/her normal position, or the transitional duty job is terminated.

The Return to Work – Transitional Duty Program covers all compensable disabling conditions insured under Workers Compensation and is limited to employees with temporary impairments. Transitional duty positions, when available, are always temporary and assigned for a finite period of time.

The goal of this program is to return all employees to gainful employment as quickly as possible. However, temporary transitional duty work may not always be available to all employees. A transitional duty position may entail some duties of the employee's normal job, or be found outside the employee's own department. At the time of employee illness or injury, the personnel department will contact the employee's direct supervisor to determine whether an appropriate transitional duty position is available. If a suitable transitional duty job cannot be found in the employee's own department, a memo will be circulated to all department heads in the county in an attempt to find a suitable temporary position.

A medical release for temporary transitional duty, detailing all limitations, will be required from the employee's physician. An agreement, defining the transitional duty position and duration thereof, will be signed by the employee, personnel department, the employee's own supervisor, and the supervisor providing the temporary position. The employee must communicate to the personnel department any change in medical condition, and/or questions or concerns about the transitional duty.

An employee working in a temporary transitional duty position is considered to be on medical leave from his/her normal position. If the County replaces the injured employee, he/she may reclaim their job provided the replacement employee has not been employed for longer than six (6) months. After six (6) months, the injured employee has preference for any available County position which he/she is otherwise qualified.

The employee has the right to refuse the transitional duty position. However, such a refusal will result in the discontinuation of workers compensation benefits.