



SUBJECT: RETURN-TO-WORK PROGRAM

DATE: July 2007

I. PURPOSE

This policy establishes San José State University's position on the Return-to-Work Program.

San José State University recognizes that its most valuable assets are our employees. An important goal of the University, therefore, is to return employees, who are temporarily unable to perform their usual and customary occupation due to an occupational injury or illness, to transitional work that is productive and valuable at the earliest appropriate time.

II. POLICY

It is the policy of San Jose State University to return temporarily occupationally injured employees to transitional work that is productive and valuable at the earliest opportunity.

III. PROCEDURE

1. The injured employee must provide all treating physician work status reports to their Appropriate Administrator or his/her designee and have a copy faxed to the Workers' Compensation Specialist.
2. The Appropriate Administrator or his/her designee and the Workers' Compensation Specialist will evaluate the work restrictions to determine the feasibility of transitional work that meets the goal of the Return-to-Work Program policy.
3. When applicable the Appropriate Administrator or his/her designee and the Workers' Compensation Specialist will develop a temporary transitional work assignment that is within the medical work restrictions imposed by the employee's treating physician. The transitional job duties may include modifications of the usual and customary occupation or alternative work that is compatible with the employee's job skills and experience.



4. When applicable the Appropriate Administrator or his/her designee will document the employee's transitional job duties on the Notice of Offer of Modified or Alternative Work utilizing the information received from the Workers' Compensation Specialist and the employee's treating physician.
5. The Appropriate Administrator or his/her designee will contact the employee either by telephone or by written notice to inform them of the temporary transitional job duties.
6. The injured employee participating in the Return-to-Work Program is required to attend all scheduled medical appointments.
7. New or updated treating physician work status reports will be evaluated by the Appropriate Administrator or his/her designee with the Workers' Compensation Specialist to determine the continued feasibility of providing temporary transitional job duties that meet the goals of the Return-to-Work Program policy.
8. The Appropriate Administrator or his/her designee and the Workers' Compensation Specialist will monitor the transitional assignment to determine continued viability
9. The Workers' Compensation Specialist and the University's third party administrator of claims will communicate throughout the employee's recovery process and the claim statuses will be disseminated to the Appropriate Administrator or his/her designee.
10. Transitional job duty assignments are temporary and may terminate due to a Department need or a change in the employee's medical work status report.