

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0106 Subject: Transitional Work Program  
Effective Date: 04-01-99 Last Revision: 06-25-09  
Person Responsible: Human Resources Coordinator  
Approvals/Date: Brent Bowen 12/11/17 Date Board President, WCBDD 12/11/17 Date  
Superintendent, WCBDD Board President, WCBDD

Wood County Board of Developmental Disabilities have implemented a Transitional Work Program using the OUR System ® process to assist employees who have sustained work-related injuries and illnesses to more successfully re-enter the work environment.

This system utilizes rehabilitation in a manner which is advantageous to the employee, the treating physician and the Board. Using a Bridge Assignment Matrix, and individual bridge assignment description, the system provides the employee, the treating physician and the Board with a step-by-step program to successfully return the employee to the position he/she held when injured or an equivalent position. As this is a temporary transitional work program, the maximum time allowed in the program is 3 months or maximum medical improvement as determined by a physician. (With an additional option for three (3) months based upon physician and Board agreement of potential for full recovery).

The implementation of an effective early return-to-work program serves a three-fold purpose:

1. Employees benefit because: a) they are returned to productive work in a systematic, impartial manner with little or no loss of income; and b) trauma related to an injury is reduced since the employee continues his/her work contacts and routine during recovery period.
2. Treating physicians benefit because a formalized program exists which will permit them to make informed decisions about the type of work at the Board the employee can perform given the employee's physical capabilities.
3. The Board benefits because: a) employees are performing a useful service; b) it encourages a positive attitude of "working without lost time"; c) it reduces Workers' Compensation related expenses resulting in a positive financial impact; d) an experienced work force is maintained, thereby improving productivity, quality and efficiency.

The needs of a safe, cost-effective organization must always be a major consideration in the administration of the Board's OUR System ®.

The Superintendent will establish procedures to implement this policy.