

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0560 (HR) Subject: Transitional Work Program  
Effective Date: 04-01-99 Last Revision: 11-08-2022  
Person Responsible: Human Resources Coordinator  
Approvals/Date: Brent Baer 11/9/22 Brent Baer 11/9/22  
Superintendent, WCBDD Date Department Director Date

1. After a job-related injury/illness, the employee shall contact Human Resources to schedule an appointment with our designated Workers' Compensation physician or **Employer Services Physician at Falcon Health Center**, no later than 24 hours.
2. If the employee is physically able to perform his/her current position based on the job description with slight modification, (s)he may be returned to that job, based upon approval for accommodation by the Appointing Authority, as applicable.
3. If the employee is unable to return to his/her regular duties, the physician will refer to the OUR System® manual to determine what bridge assignment within the Agency can be performed by the employee considering his/her injury. If there is no medically compatible assignment available within the system, a temporary placement within the county may be arranged.
4. If the employee is unable to return to his/her job, a joint consultation with the doctor and Human Resources will determine the bridge assignment, within 24 hours. Human Resources will assign the injured employee to an assignment based upon the availability of work, approval of physician, the estimated length of the employee's healing period, or the need to move to a more physically appropriate assignment until being released with no restrictions, back to his/her regular job. More than one bridge assignment may need to be assigned to allow for maximum flexibility.
5. Upon release from the physician to return to an assignment, the employee shall receive a briefing by the supervisor and Human Resources on the duties of the assignment. This shall include discussion of doctor and physical therapy appointments. Both the supervisor and employee may determine the most appropriate of specified duties encompassed in the assignment, using a written description, verbal instructions, photographs and tapes. Caution is to be observed to make sure all work is within the physical limitations set by the physician.
6. If an employee refused to accept any assignment, this action will jeopardize his/her workers' compensation wages, immediately.
7. Employee will need to be seen by the Board's Workers' Compensation Physician or **Employer Services Physician** and reevaluated for assignments, at regular intervals, approximately every two (2) weeks. New assignments are recommended so as to coincide with recovery and ability to work progressively more demanding assignments on the Bridge Assignment Matrix with physician and employer approval. The employee's movement toward his/her job-at-injury will be moderated to meet the needs of the employee, the employer and temporary assignment availability.
8. A briefing will occur on new assignment responsibilities and expectations
9. The physician's assignment for the injured worker is considered to be similar to a prescription for medication and it can only be changed by the physician. If the injured worker's supervisor desires to change the worker's assignment from those approved by the physician, (s)he must contact Human Resources who will be in touch with the physician. Any changes in the employee's medical status must be reported to his/her supervisor and the Human Resources Department.
10. Records will be maintained by the Human Resources office, including a Vocational Rehabilitation Log.
11. If the WC physician determines that an employee will never be able to return to his/her regular duties, an assessment his/her employment status will be made after a complete review of the case and consideration of a formal vocational rehabilitation plan for the employee.

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