

UCSF Transitional Work Program

Manager's Tool Kit



Contents:

Supervisor's Information Sheet

Provides supervisor with an overview of the goals and philosophy of the Transitional Work Program and step-by-step instructions on how to develop a Transitional Work Plan (TWP).

Employee Information Sheet

Provides employee with an overview of the goals and philosophy of the Transitional Work Program and their role and responsibilities. Supervisor provides this information sheet to the employee as soon as possible, after notice is received of temporary work restrictions.

Plan Agreement Form

Form on which the supervisor documents the temporary arrangements made in order to allow an employee to continue to work while recovering from an injury or illness.

Supervisor Information Sheet

As a supervisor, you can play a very important role in the recovery of an injured/disabled employee. One proven way of increasing a disabled employee's recovery time is by allowing him/her to return to work with temporary work restrictions. A quicker recovery period often results in a quicker return to regular job duties, which benefits both the employee and the department.

The process in which to accomplish this return to work is UCSF's Transitional Work Program. This program allows an employee with temporary work restrictions to work in a transitional position, for a defined period of time, while recuperating from an injury or illness. Transitional work can be:

- Modified Work – Changing or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions;
- Alternative Work – Offering the employee a position other than his/her regular job to meet the temporary work restrictions;
- Reduced-Hours Work – Offering less than full-time work to meet the temporary work restrictions.

The success of a transitional return-to-work relies on the collaborative efforts between the employee and you. Both parties need to be a part of this process to ensure success. Following is the typical Transitional Work process:

1. Treating physician releases employee to transitional/temporary work and outlines work restrictions in writing to the employee. These restrictions should clearly outline the functional limitations and the duration of time they are in effect.
2. If the aforementioned is not present on the medical release form, contact Disability Management Services (DMS) to obtain clarification from the treater.
3. DMS, the Supervisor and the employee engage in an "interactive" dialogue to discuss possible temporary job modifications, alternative work, and/or reduced-hours work. The "Employee Information Sheet" is given to the employee and reviewed with him/her.
4. After the details have been agreed upon, the Supervisor completes TWP, including proposed start and end dates, and submits it to DMS for review.
5. Supervisor and the employee review and sign the TWP. Copies of the signed document are given to the employee and DMS.
6. Supervisor will place the TWP in a separate file than employee's regular personnel file.
7. Supervisor reviews the progress of the TWP with employee at an agreed upon date, at intervals no more than every 30 days, or as needed.
8. Supervisor and employee, at the conclusion of the Transitional Work Plan, meet to discuss whether the plan should be terminated, extended, or altered. If the TWP is extended beyond 60 days, please contact DMS for guidance.

UCSF values its employees and their contributions; therefore, we must provide them the opportunity to return to work at the earliest feasible and medically appropriate time. Not only can this program improve the health and morale of the injured/disabled employee, it can also have a positive impact on the department, as a whole, by improving morale and decreasing turnover.

The Supervisor can contact Disability Management Services (415) 476-2621 for assistance during any part of this process

Plan Agreement

This Transitional Work Plan is to formally document the temporary arrangements made in order to allow the below named employee to continue to work while recovering from an injury or illness. The agreements made in this plan were reached through an interactive discussion between the employee and supervisor. In addition, these agreements were made to accommodate the temporary work restrictions provided by the employee’s treating physician. Attached, please find medical documentation substantiating these work restrictions. All parties understand that they need to strictly adhere to these work restrictions.

Employee: _____
Job Title: _____
Department: _____
Supervisor: _____

Transitional work assignment details (use additional pages as necessary):

This Transitional Work Plan will be from _____ to _____ (please specify dates-typically not more than 60 days unless approved by Disability Management Services).

This Transitional Work Plan will be reviewed with the employee and updated, if necessary, on the following date: _____.

It is understood that these are temporary arrangements designed to allow UCSF employees to continue to work while recovering from illness or injury. This Transitional Work Plan does NOT represent a permanent change of duties or responsibilities. It is understood that any problems that may arise during this transitional work period should be discussed openly and supportively. If assistance is needed, please contact Disability Management Services at (415) 476-2621.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Information Sheet

UCSF values its employees and their contributions; and therefore strives to provide an injured or disabled employee the opportunity to return to temporary or transitional work as soon as his/her condition permits. Transitional work allows an employee with temporary work restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury. In most cases, transitional work has a positive impact on your recovery, while you are transitioning back to regular work.

In your particular case, your treating physician has released you to transitional work. You and your supervisor will review whether your restrictions can be accommodated and if so, the details of the temporary accommodation will be written into a Transitional Work Plan (TWP), so you will both have a clear understanding of your job duties and/or work restrictions. Depending on the nature of your work restrictions, your transitional work may not be that different from your regular job. Please remember that this is not a permanent position; it is only temporary.

If your transitional job is full-time, you will receive your regular pay and benefits during your transitional assignment. If you have been released to work only on a part-time basis, your pay, benefits, and hours will be adjusted accordingly. Your department benefits representative can help you determine how your pay and benefits will be affected if you return to work on a part-time basis.

To ensure a successful TWP, your cooperation is vital. You need to be an active participant in this program to make it work. Therefore, the following provides some guidelines for you to follow:

- Follow the work restrictions recommended by your physician. If asked to perform a task that exceeds your restrictions or you feel unable to perform a task, it is your responsibility to immediately notify your supervisor.
- Follow all work and safety rules at the location of your transitional work assignment.
- Total working hours are not to exceed physician recommendations or pre-injury appointment.
- Notify your supervisor if unable to report to work for any reason.
- Attempt to schedule doctor and physical therapy appointments at time when you are not scheduled to work. If you must leave work, you must receive prior approval from your supervisor.
- Perform your transitional work in a professional and responsible manner, as if it was your regular position.
- Notify your supervisor immediately, and provide medical documentation, if your physician:
 - Takes you off of work
 - Changes your work restrictions
 - Releases you to your regular position without work restrictions

If you have any questions or concerns with this Transitional Work Program, please contact your supervisor or Disability Management Services at (415) 476-2621.