

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.25

TRANSITIONAL WORK PROGRAM (TWP)

The Trumbull County Board of DD's Transitional Work Program (TWP) is designed to provide transitional work opportunities for employees who have sustained *temporary* work-related injuries or illnesses, in order to reduce non-productive time and to enhance an employee's recovery time. This policy will identify goals and criteria for entering and exiting the program. The availability of the TWP will be evaluated on a case-by-case basis at the discretion of the Employer.

As this is a temporary transitional work program, the maximum time allowed in the program is ninety (90) working days or until a physician determines maximum medical improvement (MMI). The Employer based upon the employee's physician recommendation and potential for full recovery may grant additional time in the TWP.

The benefit of the TWP serves a two-fold purpose:

1. Employee benefit:
 - a. The employee is returned to productive work with little or no loss of income and benefits; and
 - b. Trauma related to an injury is reduced since the employee continues his/her work contacts and routine during recovery period.
2. The Employer benefit:
 - 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.

Employees participating in the TWP will receive their regular hourly rate for hours worked. Employees returning to work through the gradual hours program will be compensated up to the agreed hours at their regular pay.

All employees in the TWP receive all applicable benefits.

The use of vacation and personal days will be permitted during the TWP at the discretion of the department supervisor and the operational needs of the agency.

This policy does not apply to employees with permanent functional physical restrictions.

Adopted: 10/30/00
Updated: 7/24/2012