

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Procedure

### Section 5.26

#### TRANSITIONAL WORK PROGRAM (TWP)

1. After a job-related injury/illness, the employee shall call and speak with the TWP coordinator within twenty-four (24) hours of the injury, or as soon as practicable. If the employee is unable to return to his/her job, the TWP Coordinator will immediately inform the employee's attending physician by telephone and in writing regarding the availability of transitional work including a description of duties and physical requirements. Any issues shall be resolved between the employee's attending physician, the agency appointed physician, the third party administration, and the Human Resources Department will coordinate the temporary placement of the employee in the TWP.
2. When the attending physician agrees to place the employee into the TWP, the TWP Coordinator will:
  - Notify the employee verbally, then by certified mail, informing the employee of his/her assignment, location and schedule.
  - In the even that the employee does not respond to the certified letter within three days from the date sent, it will be presumed that he/she does not wish to return to work under the TWP and the Board will pursue termination of Workers' Compensation wage benefits.
3. The TWP Coordinator will meet with the employee and the supervisor to discuss the duties of the assignment, making sure that all work is within the physical limitations set by the physician. TWP Coordinator and the employee's physician must approve any changes to the assignment.
4. The TWP Coordinator will ensure that a periodic review of the employee's performance and condition is completed every two (2) weeks. Contact with the employee's medical provider will be made to see if restrictions can be reduced or eliminated.
5. Employees in the TWP are held to the same level of performance as all other employees and are governed by all applicable policies, procedures, work rules and labor agreement provisions.
  - If an employee returns to work until the TWP with expired certifications (DODD, ODE, CPR, FA and/or CPI), the employee must take the first available class to recertify in any of the above listed areas.
  - The employee's physician will have to provide medical documentation indicating that the employee is able to take the necessary coursework without jeopardizing his/her current health and safety status.
  - If the employee has physician clearance to renew certification and chooses not to then the following will occur:

- A. The immediate supervisor, upon notification, shall place the employee on administrative leave without pay for a five (5) day period.
  - B. The supervisor shall schedule a pre-disciplinary conference on the fifth day.
  - C. The employee shall obtain the proper certification, registration or licensure required for employment and have evidence of it at the pre-disciplinary conference.
  - D. Should the employee obtain the required certification, registration or licensure prior to the scheduled pre-disciplinary conference, the employee must notify his/her supervisor immediately. Upon verification of proper certification, registration or licensure, the employee will be removed from administrative leave without pay, returned to active pay status and permitted to return to his/her TWP position. In such cases, the pre-disciplinary conference will be canceled.
6. Employee's will exit the TWP when:
- The employee can resume full duties with no restrictions based upon medical documentation from the employee's physician.
  - The employee has reached MMI and is unable to return to duty without restriction.
  - The employee has reached the maximum time allowable in the program – 90 working days.

Adopted: 10/30/00  
Revised: 4/30/01  
Updated: 7/24/2012