

COORDINATED BY: Office of Human Resource Management

EFFECTIVE: May 1, 2000

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REVISED:

**SUBJECT: RETURN TO WORK POLICY FOR EMPLOYEES ON
WORKER'S COMPENSATION**

I PURPOSE

It is the policy of LSU in Shreveport to make a reasonable effort to return-to-work those permanent employees who have sustained job related injuries or illnesses, and are temporarily prevented from returning to their former positions. LSUS cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for purposes of offering placement.

The return-to-work policy is economically beneficial to LSUS, the State of Louisiana, as well as employees in regaining the economic, health and emotional benefits of full employment.

II REFERENCE

Reference is made to the Louisiana Workers' Compensation Act, Senate Concurrent Resolution 50 of the 1997 Regular Legislative Session, Senate Bill 689 of the 1999 Regular Legislative Session, Office of Risk Management and Civil Service Rules.

III APPLICABILITY

This policy applies to permanent employees of LSUS who are not working as a result of work related injuries or illnesses, and receiving Workers' Compensation benefits. A master list of all LSUS eligible positions may be found in this program's documentation located in Human Resource Management – Administration Building, Room 109.

IV POLICY PROVISIONS


- A The primary authority for administering the Return-to-Work Program is the Office of Human Resource Management.
- B The Return-to-Work Program is defined as a "transitional" duty assignment designed to provide employees who are receiving Workers' Compensation benefits as a result of an on-the-job injury, illness, or disease, the opportunity to perform productive work within the physical and environmental limitations posed by the injury or illness.
- C The Return-to-Work Program uses a "team" approach. The team must include the Director of Human Resource Management, the Office of Risk Management representative, and the supervisor of the employee being considered for the Return-to-Work Program. Depending on the position in which the employee is employed, other individuals may participate on the team such as the safety coordinator, department head, program coordinator, etc., as determined by the appointing authority.

The objective of the "team" is to return the injured employee to productive work as quickly as possible. The return-to-work team will be responsible for reviewing all cases of employees who are off duty as a result of work related injuries, illnesses and diseases, and who are referred by the Office of Risk Management representative as suitable for "transitional" duties.

- D To be eligible for the Return-to-Work Program, and employee must:
 - 1 be off work as a result of work-related injuries, illnesses or diseases;
 - 2 be receiving Worker's compensation; and
 - 3 have the treating physician's approval to return to transitional work.
- E The return-to-work team shall identify job functions and physical requirements that can be considered "transitional" duties in the work environment. An effort will be made to place the employee in his/her original work unit, however, if this is not possible, the team will recommend a suitable work station and work schedule. The appointing authority must approve the proposed placement prior to further action being taken.
- F The Office of Risk Management representative will provide the treating physician with a copy of the job functions and physical requirements identified as the "transitional" duty assignment. Once the treating physician confirms that the employee is capable of performing the "transitional" duty function, the employee may be allowed to return to work on a transitional duty assignment.
- G Upon return to work, the employee, the human resource director/designee, and the supervisor of the unit to which the employee is assigned "transitional" duty shall review the transitional duty plan. The employee shall sign a statement certifying that the plan has been discussed with him/her, and the supervisor and human resource director/designee shall witness the statement.
- H The "transitional" work plan will be reviewed by the return-to-work team every 30 days to determine if the employee is still in transition based on physician recommendation.
- I An employee who refuses to return to "transitional" duty for which they were medically cleared will be reported to the Office of Risk Management for appropriate action.
- J Civil Service rules, as delineated in General Circular Number 001290 and outlined below, shall govern personnel actions for employees accepting "transitional" duty assignments.
 - 1 Employees may be detailed to special duty, with Civil Service approval, for a period not to exceed one year (usual time required for an employee to remain on Workers' Compensation). No extension of this type of detail shall be authorized.
 - 2 The detail to special duty may be lateral or downward. This type of detail will generally receive rapid approval.

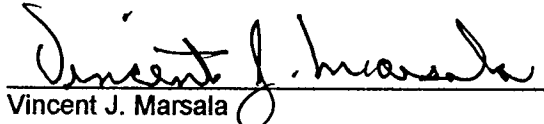
- 3 Details to a higher position will be allowed and approved on a case-by-case basis, when justified.
- 4 A position may be double encumbered, if necessary.
- 5 The employee's pay cannot be reduced.

APPROVED:



Michael T. Ferrell
Vice Chancellor for Business Affairs

11-15-00
Date



Vincent J. Marsala
Chancellor

11-15-00
Date