

Temporary transitional duty

The employer shall, where possible at the discretion of management, provide temporary transitional job duties for eligible employees.

ELIGIBILITY REQUIREMENT

- Employee has been injured on the job and the injury has or will result in physical limitations or missed time from scheduled work.
- Employee is not able to perform the essential job functions of his/her regular position because of medical restrictions outlined by and attested to by an authorized medical provider.
- Employee must be able to return to his/her regular job no later than 13 weeks (90 days) from being placed on temporary transitional duty (TTD). Duration of TTD may be extended depending on the situation at the discretion of the supervisor. Under no circumstances will TTD be allowed for more than 26 weeks (180 days).

POLICIES AND PROCEDURES

1. Any employee who receives medical treatment for a job-related injury or illness should make the treating medical provider aware of the availability of temporary transitional duty work.
2. Employer must obtain from the medical provider a signed document stating the physical limitations placed on the employee as well as the estimated length of time the limitations will apply before transitional duties are assigned. This document must be given to management.
3. Employee or doctor must provide a medical status report to management every 30 days. This information shall include:
 - A. Current status.
 - B. Projected date of return to regular duty.
 - C. Possibility of temporary transitional duty.
 - D. Change of work status.
 - E. Date of next medical evaluation or treatment.
4. In order for an injured worker to return to regular duties with no restrictions or limitations, management must receive a medical status report reflecting a full release. The company reserves the right to have all medical evaluations and limitations verified by an additional company appointed medical provider.
5. Management reserves the right to schedule employees on temporary transitional duty in areas and duties where they will be most productive.

6. All work provided will be consistent with and will not exceed the physical limitations set by the medical provider. It is the employee's and the employer's responsibility to make sure he/she does not work beyond his/her own physical limitations.
7. If the employee finds that the temporary transitional duty is beyond his/her physical capabilities, the employee is to contact and inform his/her assigned supervisor immediately.
8. No overtime will be worked by an employee in the TTD program unless so directed and authorized by the assigned supervisor.
9. Employee participants in the TTD program are required to abide by all company policies and procedures as well as safety rules.
10. TTD participants are encouraged to schedule physical therapy and doctor appointments. If an employee must leave a job, all appointments requiring time away from work must be recorded and verified by the medical provider.
11. If an employee is unable to report to a scheduled TTD assignment, the supervisor, director of human resources or designated management must be notified per company rules.
12. If, due to medical reasons, the employee has to be removed from the TTD program, management must receive a medical status report from the medical provider reflecting the physical limitations.
13. When an employee is released to regular duties, he/she must notify management immediately. The employee will be assigned to the same or similar position as held prior to the injury.