



Transitional Work Policy 2.45

Office of Human Resources

Applies to: Staff and student employees*

POLICY

Issued: 02/01/2007
Revised:
Edited:
Reviewed:

The University is committed to supporting employees with temporary physical and/or psychological restrictions so as to enable them to continue to work throughout their recovery. The purpose of this policy is to help such employees continue to work to the maximum extent possible, and to support units in their efforts to provide work to these employees.

* Grant-funded employees are not covered by this policy.

POLICY GUIDELINES

I. Definitions

General University positions – all jobs excluding those in OSU Health Systems. College of Medicine positions are general university positions.

Health care provider – an individual licensed to practice medicine and prescribe and administer drugs or to perform surgery; or an individual with a doctoral degree in Psychology (Ph.D. or Psy.D.) whose primary practice is treating patients; or an individual who is a legally qualified medical practitioner according to the laws and regulation of Ohio.

Health System positions – any position under these employing units: University Hospital, University Hospital East, The James Cancer Hospital and Solove Research Institute, Ross Heart Hospital, OSU Harding Hospital, OSU Primary Care Network, and Shared Services.

Home department – the department in which the employee was hired to work.

Medical condition – any temporary physical and/or psychological condition certified by a health care provider as preventing the individual from performing the essential functions of their job.

Temporary (interim) department – the department in which the employee is temporarily placed for the duration of the transitional work agreement.

Transitional work agreement (TWA) – the document that defines the temporary work arrangement, including the health care provider's recommendations for return to work and the specific nature of the work being done. The TWA includes but is not limited to: work hours, duties, expectations, job title, supervisor, work location, and duration of the agreement. The Office of Human Resources (OHR), Benefits-Integrated Disability facilitates the development of TWAs in collaboration with the employee, the home department, and the temporary department.

II. Guiding Principles

- A. The university will make every reasonable effort to utilize individuals who have medical conditions so as to allow those individuals to make the fullest contribution to the university during the time of their temporary restrictions.



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- B. Departments must be flexible in assigning job duties based on the skills of employees who have medical conditions.
- C. Employees with temporary physical and/or psychological restrictions who are medically able to work are encouraged to work and contribute to the university to the greatest extent possible.
- D. Employees with transitional work agreements who are medically able to work are expected to work and contribute to the department or university to the greatest extent possible.

PROCEDURE

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I. Program Parameters

- A. Employees with temporary physical and/or psychological conditions that prevent them from performing the essential functions of their jobs are eligible for transitional work.
- B. If an employee cannot be placed in any transitional work assignment, they have the option to use paid leave time as appropriate or to be placed on an unpaid leave of absence. Employees who are physically and/or psychologically unable to participate in any transitional work assignment should consult with OHR, Benefits-Integrated Disability.
- C. The home department bears all costs of the transitional work assignment.
- D. The expected maximum duration of a transitional work agreement is 12 weeks. Extensions may be granted by OHR, Benefits-Integrated Disability, in consultation with the home and temporary department, when:
 - 1. Recommended by the health care provider;
 - 2. The employee has demonstrated significant progress and is expected to make a successful transition to work within an additional specified time period;
 - 3. The nature and severity of the employee's medical condition requires a transitional period that is expected to exceed 12 weeks; and/or
 - 4. A health care provider-documented aggravation/change of the condition occurs.
- E. A transitional work agreement must be completed whenever an employee has returned to work with temporary restrictions from their health care provider for 14 calendar days or more unless an exception is granted by OHR, Benefits-Integrated Disability.
- F. OHR Benefits-Integrated Disability, in consultation with the home department, determines whether an employee may utilize a transitional work agreement. If so, a transitional work agreement is established and the employee is placed in an appropriate available position. Transitional work agreements are established through a meeting with OHR, Benefits-Integrated Disability, the employee, the home department, and the temporary department as appropriate.



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II. Transitional Work Assignments

- A. A request for a transitional work assignment can be initiated by the home department, employee, or the employee's health care provider by contacting OHR Benefits-Integrated Disability. Medical documentation from a health care provider that describes the restrictions must be submitted to OHR, Benefits-Integrated Disability.
- B. OHR Benefits-Integrated Disability may conduct a transferable skills analysis with the employee and job analysis with the home or temporary unit to ensure appropriate placement.
- C. Staff may be required to work out of classification as deemed necessary for a transitional work agreement.
- D. Transitional work assignments may be offered for a shift other than the employee's usual shift assignment.
- E. Employees who are restricted to working less than their regular FTE will be paid at their regular rate of pay for hours worked. Accrued paid leave can be used as appropriate under the Paid Leave Programs policy. Consult with OHR, Benefits-Integrated Disability regarding other applicable paid leave options for the balance of the FTE.
- F. If an employee refuses the transitional work agreement, the employee's workers' compensation, short-term disability, and/or long-term disability benefits may be terminated, and corrective action may be taken.
- G. If an employee on a transitional work agreement does not participate in the treatment plan recommended by their health care provider, their workers' compensation, short-term disability, and/or long-term disability benefits may be terminated.
- H. Periods of work under transitional work assignment are not calculated as part of the probationary period, unless otherwise noted in the transitional work agreement.

III. Placement into Transitional Work Assignments

The priority for placement is that employees remain in their home college/VP unit. Health System employees may be placed in health system or general university positions. General university employees may be placed only in general university positions. Regional campus employees will be placed on the most appropriate campus. Placement will typically occur in this priority order:

- A. Same job, same college/VP unit.
- B. Different job, same college/VP unit.
- C. Same job, different college/VP unit.
- D. Different job, different college/VP unit.
- E. Not-for-profit organization of the university's choice.

IV. Employee Responsibilities

- A. Provide "release to work" documentation with specific restrictions from the health care provider of record to supervisor or department contact.
- B. Follow the treatment recommendations of the health care provider of record.
- C. Provide input and actively participate in the design of your individualized transitional work agreement.
- D. Comply with the terms of the transitional work agreement (TWA).



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- E. Report any concerns to the work supervisor or OHR, Benefits-Integrated Disability.
- F. Provide information about your job if requested for a job analysis.
- G. Participate in progress meetings as needed.
- H. Submit regular updates as provided by your health care provider to OHR, Benefits-Integrated Disability and your home department.
- I. Submit “return to work” documentation to OHR, Benefits-Integrated Disability and your home department when your health care provider determines you can return to full duty.

V. Supervisor, Human Resource Professional, and College/VP Unit Responsibilities

- A. Help identify job duties and implement transitional work opportunities that meet the health care provider-driven restrictions for the employee.
- B. Ensure job expectations and tasks are consistent with the restrictions.
- C. Provide training and supervision to support the employee.
- D. Identify and resolve problems that may arise to promote the successful reintegration of the transitional work participant into the home department.
- E. Recommend transitional work agreement extensions, modifications, or terminations.
- F. Participate in follow-up meetings as needed.
- G. Consult with OHR, Benefits-Integrated Disability regarding TWAs and when updated documentation is received.
- H. Keep employee medical information confidential.
- I. Maintain personnel records as appropriate under the Personnel Records Policy.

VI. Office of Human Resources Responsibilities

- A. Consult with and educate departments, faculty, and staff regarding the transitional work policy.
- B. Identify appropriate cases for participation in transitional work and communicate with involved parties.
- C. Complete job analysis as necessary.
- D. Develop transitional work agreements.
- E. Collaborate with the Bureau of Workers’ Compensation, Managed Care Organization, and the university disability carrier to ensure timely delivery of medical services to employee.
- F. Initiate transitional work meetings and follow-up meetings as necessary.
- G. Update the department as appropriate when new medical information is received.

RESOURCES

For consultation:

- Office of Human Resources, [Benefits-Integrated Disability](#), id@hr.osu.edu, 614-292-3439, or 800-678-6413
- Health Systems Human Resources 614-293-4988
- Office of Human Resources, [Organization and Human Resource Consulting](#), ohrc@hr.osu.edu, 614-292-2800

For more information:

- Office of Student Affairs, Disability Services www.ods.ohio-state.edu
- ADA Coordinator’s Office ada.osu.edu
- Ohio Bureau of Workers’ Compensation ohiobwc.com