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Applies to: Staff and student employees

**1. When are student employees covered under this policy?**

Student employees are covered under this policy only when they experience a work-related injury or illness for which they are workers' compensation eligible. Students are not covered under the university's short-term or long-term disability plans.

**2. Are temporary positions eligible for transitional work assignments?**

Any staff or student employee who is eligible for worker's compensation and/or long-term disability is eligible for transitional work. For specific eligibility, see [Benefits Eligibility by Appointment](#).

**3. Are employees who are currently involved in corrective action eligible to participate in a transitional work assignment?**

Yes.

**4. How are employees paid while on Transitional Work Agreements?**

Employees receive normal compensation while on Transitional Work Agreements. If the restrictions indicate the employee must work reduced hours, they may be compensated through workers' compensation, short-term disability or long-term disability for hours not worked.

**5. What happens if an employee has run out of Family Medical Leave (FML) and needs to work under a Transitional Work Agreement?**

OHR, Benefits-Integrated Disability staff will still help to locate an appropriate temporary assignment based on the employee's physical and/or mental capabilities, if an employee has exhausted her/his FML. For the purposes of transitional work, there is no difference whether or not the employee has FML available.

**6. Can an employee be assigned work outside of her/his usual classification as a part of a Transitional Work Agreement?**

Yes, an employee may be assigned work outside of her/his usual classification as long as the individual is physically and/or mentally able to do the work.

**7. What if an employee is offered a transitional work assignment during a shift other than her/his usual work time and the employee can't get child care?**

The Ohio Bureau of Workers' Compensation states that if an employee receives a bona fide letter of offer accommodating the employee's temporary restrictions, she/he is required to accept the assignment regardless of shift assignment. The university will make every effort to locate an accommodating position within the employee's usual shift.

**8. Does this mean that we are "guaranteeing" employees light duty? What about those situations where no accommodation is possible?**

We cannot guarantee every employee a Transitional Work Agreement. There may be medical and or psychological situations in which it is not feasible for the employee to participate in transitional work.

**9. Who is responsible for ensuring that the employee's restrictions are followed?**

The manager, disability program manager and employee each have a role. The employee is ultimately responsible for following her/his restrictions. It is the manager's responsibility to not assign tasks that would be inconsistent with the employee's restrictions. The disability program manager will help determine appropriate tasks whenever needed.



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**10. What happens if an employee's treatment plan includes vocational rehabilitation and the employee declines to do it?**

Based on Ohio State's disability carriers' plan provisions as well as the Ohio Bureau of Workers' Compensation, the employee's compensation will be terminated immediately.

**11. What happens if an employee working under a Transitional Work Agreement is not successful?**

A conversation will occur between OHR, Benefits-Integrated Disability; the employee; the home department; and the temporary department to identify and resolve the concerns. Integrated Disability will identify another transitional work assignment if the concerns cannot be resolved or, other steps may be taken in consultation with Integrated Disability, as appropriate.

**12. If an employee on a Transitional Work Agreement needs corrective action, who is involved?**

The home department manager; temporary manager; Integrated Disability; and OHR organization and Human Resource Consulting will collaborate on any such action needed during the Transitional Work Agreement.

**13. Will employees on Transitional Work Agreements require extra supervision or work by management?**

Minimal supervision, if any, beyond the norm will be required. Employees on Transitional Work Agreements essentially have an extra "supervisor" during this period since the disability program manager remains in contact with the employee to discuss progress and avoid potential problems. Managers will benefit from participating in regular meetings with the disability program manager and employee, which will keep all parties informed of the employee's progress with work and recovery.

**14. What happens if the home department cannot accommodate an employee's restrictions through a Transitional Work Agreement?**

If the home department is not able to accommodate an employee's restrictions, the disability program manager will identify comparable positions in a different department where the employee can work temporarily. The employing department will fund the payroll cost whether the employee is working in the home department or a different department. The disability program manager will regularly update the managers from the home and temporary departments on the employee's progress and target date to return to the home department.

**15. How can a department identify what tasks or jobs could be done by individuals on Transitional Work Agreements?**

OHR, Benefits-Integrated Disability staff can help analyze the department's work and identify jobs or parts of jobs that would be appropriate for individuals on Transitional Work Agreements.

**16. How can a department volunteer to receive help from employees on Transitional Work Agreements who are unable to return to work in their home departments?**

Contact a disability program manager in Integrated Disability if there are any employment opportunities, temporary work or seasonal projects available. The disability program manager will determine if there are any employees on restrictions who cannot work in their home department that may match the need. If there are no current opportunities available, Integrated Disability will store the information and make contact the next time there is a need to place an employee in such an assignment.

**17. Who do I contact for more information about transitional work?**

The disability program manager assigned to any department can be found online at [hr.osu.edu/dir](http://hr.osu.edu/dir).