

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: RETURN TO WORK POLICY FOR MEDICAL CONDITIONS**	TEMPORARY REVIEW NUMBER: NA
CLASSIFICATION: UNIVERSITY	SUPERSEDES: PREVIOUS POLICY
AUTHOR: HUMAN RESOURCES	LAST REVIEW: UNKNOWN
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POLICY:

This policy establishes guidelines to return employees to work who have non-work related medical conditions that may have an impact on their ability to perform their jobs. These guidelines are established to ensure employees do not aggravate existing medical conditions or suffer additional injuries when they return to work.

PROCEDURES:

A. Employees

1. Notify their supervisor when they have a non-work-related medical condition that affects their ability to perform their job.
2. Notify their supervisor if they have been given work restrictions for a non-work-related medical condition by a medical professional.

B. Managers/Supervisors

1. Ensure that all employees under their supervision understand the Return to Work Policy for Non-Work-Related Medical Conditions.
2. Notify Human Resources Office when an employee has a non-work related medical condition that has restrictions preventing the employee from performing his/her job or portions of it.
3. Review medical restrictions with Human Resources Office to determine if work tasks would aggravate or potentially cause additional injury. In some cases, consultation with a medical professional may be required.
4. Evaluate with Human Resources Office any light duty, temporary job reassignments that may be available to the employee.

C. Human Resources Office and Environmental Health and Safety and Risk

Management Office

1. Assist supervisors in evaluating request to return to work from employees to ensure that non-work-related medical conditions are not aggravated or potentially cause additional injury when they return to work. In some cases, consultation with a medical professional may be required.
2. All necessary medical records related to non-work-related medical conditions will be on file in the Human Resources Office.

Return to Work

A. Return to Own Job

Employees will be allowed to come back to work if the employee has documentation from a medical professional about work restrictions and the restrictions do not interfere with their job. The supervisor and Human Resources will review documents to ensure the non-work-related medical condition will not be aggravated or potentially result in additional injury from work tasks. With employee's permission consultation with the medical professional may be required. These documents shall be maintained by the Human Resources Office.

B. Temporary Reassignment to Light Duty Jobs

1. Human Resources will document light duty jobs that are available on the campus.

2. Supervisors, after consultation with Human Resources Office, may temporarily reassign employees with non-work-related medical conditions to light duty tasks that will not aggravate or potentially cause additional injury.
3. A good faith effort will be made to temporarily reassign all employees who wish to work and who have the appropriate medical documentation.

C. Partial Return to Work

Employees may be returned to work on a part-time basis with appropriate medical documentation. This documentation will be reviewed by the supervisor and Human Resources Office to ensure the medical condition is not aggravated or potentially result in a work-related injury. With employee's permission, in some cases consultation with the medical professional may be required.

**** This policy does not apply in Workers' Compensation circumstances.**