

General Procedure – Return to Work Program

Purpose:

Bismarck State College is committed to returning all employees injured in the course of their employment to some form of gainful employment (if available) as soon as possible, as long as it is consistent with good medical care.

Work Restrictions

Work restrictions must be ordered by a medical provider through written work restrictions. Only one medical provider may submit documentation of work restrictions for an injured employee. Bismarck State College will accommodate the restrictions outlined by a medical provider for work-related injuries to the extent possible.

Employee Responsibilities:

- If there are work restrictions due to a work-related injury, a medical provider must provide a copy of the documented work restrictions to the employee. The employee must provide a copy of this documentation to his/her supervisor.
- Follow the return to work plan submitted by the employee's supervisor and remain in contact with the employee's medical provider until all restrictions are removed and the employee can return to duty in full capacity.
- At employee medical appointments, discuss current restrictions, modifying restrictions, or removing restrictions with the medical provider. Any changes to work restrictions must be submitted to the employee's supervisor.
- Follow the restrictions 24 hours per day to prevent delays in the recovery process.

Supervisors Responsibilities:

- Submit a copy of the employee's documented work restrictions to Human Resources and the Campus Safety and Security Office.
- Prepare a return to work plan in conjunction with Human Resources to ensure the injured employee is not assigned tasks outside the medical restrictions
- Contact Human Resources for transitional job offer information if unable to accommodate the employee's restrictions.

Transitional Job

In the event the occupationally-injured employee is unable to perform their job functions, a transitional duty position may be offered to the employee by Bismarck State College. BSC

reserves the right to have an injured employee complete the transitional job duty at any time, or shift, in which work is available.

Supervisor Responsibilities:

- Determine what tasks are available within the work restrictions identified by the medical provider.
- If the employee cannot complete a sufficient amount of work to fill their work day, supplemental tasks may be assigned to fulfill the hours scheduled. This includes any task that can be of service to the department/departments and is within the work restrictions.

Transitional duty tasks are not required to be written in the employee's position description.

- Every effort must be made to have transitional duties assigned within the employing department; however, the employing department may look to other departments to provide transitional duties.

In the case where the employer cannot accommodate the restrictions internal or external to the department, North Dakota State Risk Management reserves the right to assign the injured worker to work at another state agency.

The employee's department pays the employee's salary whether transitional duties are located internal or external to the department. This includes employee placement by North Dakota State Risk Management.

Human Resources Responsibilities:

- Work collaboratively with the employing department to determine transitional duties to accommodate the physical limitations of the employee who is recovering from the work-related injury.
- Communicate the employee's and supervisor's responsibilities in regard to their roles in the transitional job program and ensure that all parties perform those responsibilities.
- Communicate with the medical provider in regards to the availability of transitional duties, the status of the employee's claim, any extenuating factors or circumstances that could affect the employee's early return to work.

Transitional Job Offers

If an occupationally-injured employee cannot return to work in their normal capacity, a transitional job offer (if available) will be given to the employee. Human Resources will fill out the [Transitional Job Offer form](#).

The offer is collectively reviewed by the supervisor, the employee and Human Resources. There is no change in the salary when an employee is offered transitional work. The injured employee has the right to not accept transitional work, and may decide to use sick leave if the supervisor approves it. WSI must be informed of the transitional job offer whether the employee accepts or rejects it.

Supervisor Responsibilities:

- Complete and sign the Transitional Job Offer form in consultation with Human Resources.

- Do not exceed the physical limitations set by the medical provider.
- Notify Human Resources and the Campus Safety and Security Office of acceptance or denial of transitional job offer.

Employee Responsibilities:

- Respond to a transitional job offer within 24 hours, when possible, but no later than two work days.
- Continue to attend medical appointments and provide the supervisor with any changes to work restrictions until there are no restrictions, or upon maximum medical improvement, and/or can perform regular job duties.

History of This Procedure:

First procedure draft reviewed by the Operations Council on April 8, 2015 and approved by the Executive Council on May 28, 2015.