



PAYROLL
& BENEFITS

RETURN TO WORK PROGRAM

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1.0 INTRODUCTION

A Return to Work program ensures a transition process, in the return to active work, for those employees who have lost-time from work due to: injury or illness; are disabled for any reason; and are capable of returning to work at modified duty or alternative work with specified restrictions. In order to maintain employee productivity at its highest level, this program's focus is on an employee's medical situation or condition, not whether it occurred at work (i.e., occupational) or outside of work (i.e., non-occupational). Due to its concept a Return to Work (RTW) program can be referenced or known as transitional duty, early return to work, modified work, alternative work or light duty. For consistency in this RTW program; Sonoma State University will refer to its program as modified or alternative work.

2.0 PROGRAM

It is the intention of Sonoma State University to support the development, implementation and monitoring of a RTW program that is consistent with all applicable state or federal laws policy. The purpose of a RTW program is to return employees who have suffered a work-related; and when applicable a non-work-related, injury or illness to work in a modified or alternative position that is within the temporary work restrictions assigned by their treating medical provider. This program is designed to transition an employee back to their usual and customary position after an injury or illness; and improve the capability of identifying and appropriately managing temporary or permanent disabilities.

The University's Human Resources Department will review and periodically revise this plan as necessary.

2.1 Occupational Injuries or Illnesses

The University will make reasonable efforts to assist employees, who while in the course and scope of their employment have sustained occupational injuries or illnesses, to return to work when determined to be medically feasible. The University will, to the extent possible and appropriate, assist eligible employees unable to return to full duty by temporarily modifying work assignments or duties, or arranging for temporary reassignments until the employee is medically released to resume regular duties.

2.2 Non-Occupational Injuries or Illnesses

The University will make reasonable efforts to enable its current employees on sick leave or short-term disability under the provisions of applicable federal or state regulations, to return to full duty. Eligible employees will be assisted, to the extent possible, through temporary duty modification(s) or temporary reassignment(s).

2.3 Duration of RTW Modified or Alternative Work Assignments

The duration of the RTW modified or alternative work assignment will be determined on a case-by-case basis by the employee's department supervisor in consultation with the University's Workers' Compensation, ADA, and Leave Specialist (herein referred to as the RTW Coordinator), but will not normally exceed 90 calendar days. Modified or alternative work assignments are temporary arrangements intended to complement and facilitate the recovery and healing process. Modified or alternative work assignments must be renewed periodically and are subject to the employee's treating medical provider's statement required on each re-evaluation. If it is determined that the employee has long term restrictions that result in the inability to perform the essential functions of their regular position, the provisions of the Americans with Disabilities Act (ADA) and other applicable laws will be evaluated to determine suitability for employment.

2.4 Denial of RTW at Less than Full Duty

Any denial of an employee's request to return to work at less than full duty or in an modified or alternative work assignment will be assessed and processed by the University's Human Resources Department. A return to work at less than full duty may be denied by the University, with the approval of the RTW Coordinator, under conditions including, but not limited to, the following:

1. The employee cannot perform the essential duties of their job; with or without accommodation;
2. The nature of the employee's job is such that it may aggravate the employee's medical condition;
3. A significant risk of substantial harm to the health or safety of the employee or others cannot be eliminated or reduced by reasonable accommodation; or,
4. The approval of the request would seriously impair the conduct of the University.

3.0 SCOPE

All Sonoma State University employees are significant partners within the University's RTW program relative to the effectiveness of returning an ill or injured employee to their regular duties in a timely manner. This is achieved by utilizing modified or alternative work to accelerate the recovery process and return an employee to their regular duties. The benefits of the RTW program include building strong relationships between the University and its employees, motivating employees to stay at work, and the resulting reduction in costs associated with injury or illness. The RTW program does not guarantee temporary modified or alternative work for every ill or injured employee or that temporary duty will be available for the total period of disability. RTW assignments shall be offered to an ill or injured employee; when feasible, and is dependent upon the availability of a suitable assignment and the qualifications of the

eligible employee. The RTW program is not intended for employees with permanent limitations resulting from serious injuries or illnesses.

Overall, the University's RTW program outcomes include the ability to:

- Foster and enhance the physical and psychological recovery process for the injured worker;
- Reduce medical, disability and lost time costs;
- Reduce indirect accident costs;
- Minimize the chance of re-injury;
- Encourage cooperation between employees and management;
- Accelerate recovery from an injury or illness;
- Establish a more stable workforce;
- Enhance the injured employee's sense of confidence and well-being;
- Improve employee morale;
- Ensure an interactive return to work process;
- Coordinate with other leave programs, i.e. Family Medical Leave Act (FMLA);
- Accomplish necessary tasks in the workplace;
- Minimize negative effects on the injured/ill employee's personal life; and
- Provide a positive workplace atmosphere.

4.0 DEFINITIONS

Below are definitions to words often written about or discussed in RTW programs. While certain terminology outlined below may not be part of this written plan; the employer or employee may be exposed to the word during the RTW process.

Management of Absences – A program to control absences due to injury or illness with an emphasis on controlling unexplained or excessive absenteeism. Programs with a broader focus (i.e. not limited to disability related absence) are often referred to as “leaves”.

Accommodation – An adjustment to tools, work-station, job design, work environment or other job factors to help a formerly injured or ill employee return to work following a disability event. Accommodation is one of the basic skills necessary in achieving early return to work to reduce disability costs.

Alternative Work – Work that the employee has the ability to perform.

Americans with Disabilities Act (ADA) – Federal law that prohibits discrimination against employees or potential employees with disabilities, in the terms and conditions of employment. Employers with more than 15 employees must provide reasonable

accommodation for the physical or mental limitations of qualified persons to perform the essential functions of a job. The ADA also outlaws discrimination against individuals with disabilities in state and local government service and employment, public accommodations, transportation, and telecommunication. This law was enacted in July, 1990.

Disability Management – Programs and processes that seek to prevent disability, reduce the cost impact of disability, and provide mechanisms to promote maximum functional recovery and return to work. Integrated disability management refers to those initiatives that implement a uniform umbrella of management across all disability plans (e.g. IDL, TD, NDI, LTD, WC, FMLA, salary continuation and leave programs).

Employee – A person who is in active employment with an employer. Benefits eligibility plans have specific definitions for employees, such as the number of hours worked requirements.

Job Analysis – Job analysis is a systematic study of a job, through observation and critical examination, to determine what sequential activities, responsibilities, conditions of work, equipment & machinery and qualifications in a worker is necessary for performance of the job, and the conditions under which work is performed. A job analysis helps to identify the major job requirements, knowledge, skills and abilities required to successfully perform the job functions.

Modified Work – Regular work modified so that the employee has the ability to perform all functions of the job.

Occupational Injury or illness – For the purposes of this RTW plan, an occupational injury or illness means an injury or disease arising out of the employment with the University and compensable under the workers' compensation laws in the State of California.

Reasonable Accommodation – Requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.

Regular Work – Usual occupation at time of injury or illness.

Return to Work Program (RTW) - An organized effort by an employer to assist recovering employees in assuming constructive job duties in temporary modified work. Examples may include, temporary limited hours, modified or job restructuring, such as assistive devices, workstation modifications, reduced hours or reassignment to another job.

Supplemental Job Displacement Benefits - This is a nontransferable voucher, under workers' compensation, for education-related retraining or skill enhancement (i.e. Vocational Rehabilitation), or both, payable to a state approved or accredited school if the worker is injured on or after Jan. 1, 2013. The employee must have suffered a permanent disability and the employer does not offer transitional or alternative work.

5.0 ROLES & RESPONSIBILITIES

5.1 Human Resources

The ultimate responsibility for the University's RTW program is with the University's Human Resource Department. The following employees are delegated specific duties.

5.2 RTW Program Administrator

The University's Human Resources Department, led by the Human Resources Director, is responsible for the implementation and coordination of the University's RTW program. Those responsibilities include, but are not limited to:

- Advising senior management on RTW program issues;
- Policy and procedures oversight for the technical guidance, administration, communication, training, and assignments of the RTW program; and
- Supervising the RTW Program Coordinator.

5.3 RTW Program Coordinator

As a member of the University's Payroll and Benefits Department, the Workers' Compensation (WC) Specialist also serves as the RTW Program Coordinator. The RTW Program Coordinator is responsible for the following aspects of the RTW program:

- Day to day administration of the University's RTW Program.
- Addressing and responding to RTW program concerns.
- Providing information to injured workers on benefits and the return to work process.
- Determining an injured workers' needs by discussion with the worker, their nominated treating medical provider and other treating practitioners.
- Providing technical guidance or assistance to supervisors and employees.
- Identifying suitable modified or alternative work duties consistent with applicable California laws and Sonoma State University program.
- Coordinating and monitoring the workers progress in treatment, recuperation and return to work plans.
- Communicating, coordinating training and maintaining RTW documentation.

- Serves as the liaison between the University, its occupational medical providers and its third party administrator.
- Ensuring job analyses are complete and up to date.
- Maintaining regular contact with injured employees.
- Maintaining contact with the injured employee's supervisor to ensure the information provided to the employee is accurate and does not conflict with other guidance.
- Reviewing, evaluating, approving or disapproving modified or alternative work forms.
- Determining on a periodic basis that an eligible employee continues to qualify to receive appropriate benefits.

5.4 Managers and University Administrators

Developing a workplace culture that responds positively to an injury or illness is an effective and supportive foundation in a successful RTW program. Managers and University Administrators are in positions to make an unequivocal commitment to ensure the incident of workplace injury, absenteeism and lost productivity are kept to a minimum. At the same time, it is important that when an injury occurs, management commitment to a RTW program is highly visible and that the University's processes are followed.

Managers and University Administrators must commit to participate actively in the University's RTW program and support Human Resources, and employees in their roles. Management commitment strives to:

- Ensuring compliance with the University's injury and illness prevention (IIPP) measures, see [the University's written IIPP plan](#).
- Building a RTW culture by emphasizing early positive supervisory response and communications;
- Involving employees and management in the RTW program;
- Ensuring supervisory and other management staff are trained in effective RTW processes;
- Establishing greater line management accountability in the prevention of and response to an employee's work-related injury or illness;
- Identifying RTW or modified or alternative work options;
- Providing leadership to the program; and
- Creating a culture of accountability for all managers/supervisors/employees for their participation in the program.

Managers and University Administrators are responsible for the knowledge and support of RTW principles which include the following:

- Return to work activity should commence as soon as possible after the injury;
- The employee's workplace should be the focus of their recovery program;
- RTW plans are tailored to the employee's medical needs and are well coordinated, accountable and results oriented;
- When requested to provide modified or alternative work duties, managers are expected to actively assess the workplace for appropriate tasks and duties to encourage the employee's return to work;
- As a part of this determination, modified or alternative work must meet the University staffing needs and must accommodate the employee's medical restrictions while taking into consideration the welfare and safety of the employee, co-workers, students, and customers;
- An employee who returns to work in a special assignment may be assigned to another work site within the University, depending upon the availability of vacant positions or the limitations and abilities of the employee. An employee will not be placed into a position if such assignment would displace another current employee;
- Modified or alternative work requires advance approval of the Human Resources department. In the case of a faculty member, the Program Coordinator will work with Faculty Affairs to determine appropriate modified or alternative work and compensation; and
- Ensuring both the supervisor and employee is actively involved in the development of their RTW plan.

5.5 Supervisors

Supervisors have an integral role within the University's RTW program. Supervisors are in constant and direct contact with their employees and maintain personal contact with an injured or ill employee. The responsibilities for supervisors include:

- Reporting and submit all required documents to the University's Workers' Compensation Specialist for all work-related injuries or illnesses;
- Conducting accident investigation and correct hazard(s);
- Completing all paperwork as outlined in the RTW program;
- Maintaining regular and documented contact with an injured or ill employee;
- Assisting the RTW Program Coordinator in developing modified or alternative work within the injured employee's work restriction;
- Meeting with RTW Program Coordinator and employee to review the restrictions from provider and determine accommodations or modified or alternative work;
- Informing an employee on a modified or alternative work assignment about work rules or practices;
- Maintaining regular contact with injured worker, RTW Program Coordinator and medical provider for work restrictions;
- Monitoring recovery through incoming medical work restrictions and need for modified or alternative work;

- Understanding and support the company's written RTW policies/procedures; and
- Ensuring an employee does not exceed work restrictions.

5.6 Employees

Employees are charged with adhering to the University's RTW policies and procedures. Employees must understand that they have responsibilities regarding their own recovery and return to work. Employee responsibilities include:

- Following procedures for reporting all injuries and illnesses immediately;
- Completing all required paperwork;
- Maintaining contact with the University, and providing regular updates on health conditions, treatment and medical status to the University's Worker's Compensation Specialist and/or supervisor periodically;
- Cooperating with the treating medical provider regarding ability to return to work;
- Communicating and cooperating with the supervisor on your ability to return to work;
- Returning to modified or alternative work that is within medical restrictions (if any) as set by medical provider, as part of a rehabilitation program.
- Working within the physical capabilities outlined in the modified or alternative work plan by the treating medical provider;
- Supporting co-workers and provide a positive environment when injured employees return to modified or alternative work; and
- Abiding by the work/safety rules at the location of the modified or alternative work assignment.

5.7 Medical Providers

The treating medical provider is responsible for the following aspects of the University's RTW program.

- Arranging and monitor appropriate treatment.
- Becoming familiar with the University's operations, the employee's pre-injury or illness job duties, and its RTW or modified or alternative work program.
- Communicating verbally and in writing with the University's Workers' Compensation Specialist, RTW Program Coordinator, third party claims administrator or the employee's supervisor regarding the employee's medical status.
- Promoting modified or alternative work with an injured worker.
- Explaining any temporary work restrictions to the employee along with clarification of what the employee can do.
- Specifying work restrictions and advising on the suitability of modified or alternative work offered by the University.

- Utilizing the University's workers' compensation and/or RTW forms to communicate status of employee.
- Reviewing the progress of recovery of the injured employee.

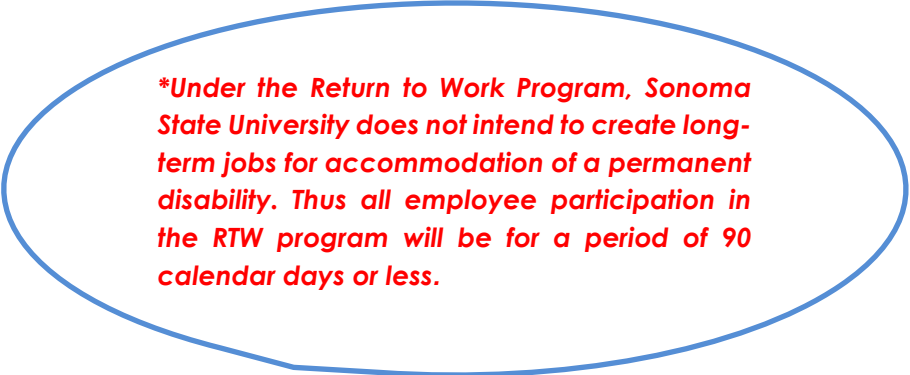
6.0 Sonoma State University RTW PROCEDURES

Sonoma State University departments or programs shall implement a RTW program designed to support employee recovery while the employee is ill, injured or disabled; off work for a period of time and provide them opportunities for modified or alternative work based on available accommodations.

6.1 Background

Sonoma State University shall identify and determine placement of an ill or injured employee to a modified or alternative work assignment based on each employee's ability to return to work and perform regular work duties that are within the acceptable limitations or restrictions arranged for them by their treating medical provider. If a job accommodation is not available for an employee within their work location, the feasibility of another job assignment shall be considered and explored by Human Resources.

Basic guidelines for the RTW program shall include a specific start and end date within a timeframe of 90 calendar days based on the medical restrictions of employees' injury or illness and the availability of modified or alternative work assignments. RTW assignments will closely be evaluated and re-assessed on a periodic basis by the employee's supervisor and the RTW Program Coordinator to determine the appropriateness of continuing modified or alternative work assignment based on the employee making medical progress toward recovery and return to full duty.



****Under the Return to Work Program, Sonoma State University does not intend to create long-term jobs for accommodation of a permanent disability. Thus all employee participation in the RTW program will be for a period of 90 calendar days or less.***

The RTW Program Coordinator shall require the employee's treating physician to provide the University with medical documentation relative to work restrictions in order

to verify that an employee is able to perform all temporary modified or alternative work assignments. Once the temporary modified or alternative work assignment is verbally offered by the University, and accepted by the employee, the offer is valid. A Sonoma State University's Interactive Process Meeting is held, and agreement which defines the employee's modified or alternative work duties, duration of duties, and operational needs of the University, will be signed by the employee, supervisor, and the Program Coordinator or Program Administrator. The RTW Program Coordinator will document the Interactive Process Meeting and will obtain signatures of the employee, supervisor and Program Coordinator upon agreement.

An employee is not obligated to return to a modified or alternative work assignment under FMLA. However, if an employee refuses the RTW assignment, they may not be eligible for certain Workers' Compensation disability benefits or pay.

6.2 University Specific Procedures: Occupational Injuries or illnesses

WHAT TO DO WHEN AN INJURY OR ILLNESS OCCURS AT WORK

IF LIFE THREATENING – CALL 911

1. Call 911 and notify paramedics of your work related injury and request to visit the Emergency Room at Kaiser Permanente in Santa Rosa.
2. Notify your supervisor.
3. Supervisor to call Workers' Compensation Specialist at 707-664-2664 to report the injury after treatment.
4. Complete a [DWC-1](#) form within 24 hours and have your supervisor complete the [Supervisor's Report](#) to file a Worker's Compensation claim.

IF YOU NEED MEDICAL ATTENTION

1. With your supervisor present, if possible, contact the Workers' Compensation Specialist at 707-664-2664.
2. The Workers' Compensation Specialist will assist in triaging the injury. The Workers' Compensation Specialist will schedule a medical appointment for the injured employee at Kaiser Permanente (Occupational Medicine Department) in Santa Rosa or Petaluma. (NOTE: If you have a pre-designated doctor and [Employee](#)

[Designation of Physician](#) form on file prior to the injury or illness, you may go to that Personal Physician.)

3. Complete a [DWC-1](#) form within 24 hours and have your supervisor complete the [Supervisor's Report](#) to file a Workers' Compensation claim. Completed forms may be faxed to Workers' Compensation at 707-664-4049 or emailed to hrleaves@sonoma.edu.
4. The employee receives a medical examination and/or treatment, and when given a notice to return to temporary work, with restrictions:
 - a. The employee must notify their supervisor and/or the WC/RTW Program Coordinator immediately of their release and provide an industrial work status report outlining temporary work restrictions; and
 - b. The injured employee MUST report to the WC/RTW Program Coordinator before returning to their normal usual work location.

IF MINOR FIRST AID IS REQUIRED; OR NO MEDICAL ATTENTION IS NECESSARY

1. Notify your supervisor.
2. Complete a [DWC-1](#) form within 24 hours and have your supervisor complete the [Supervisor's Report](#) to file a Workers' Compensation claim Incident Report. Completed forms may be faxed to Workers' Compensation at 707-664-4049 or emailed to hrleaves@sonoma.edu.
3. Keep your supervisor and Workers' Compensation Specialist informed about any changes in your medical status.

WHEN A TREATING MEDICAL PROVIDER DETERMINES AN EMPLOYEE CAN RETURN TO WORK WITH RESTRICTIONS

1. The employee's supervisor and the WC/RTW Program Coordinator will determine if the employee can be accommodated within the assigned temporary work restrictions.
2. The WC/RTW Program Coordinator will contact the employee regarding the University's interactive accommodation process.
 - a. If an accommodation **can be made**, the employee's supervisor and Program Coordinator will determine appropriate work duties to be performed while on temporary modified or alternative work assignment.

- b. If an accommodation **cannot be made**, the employee will be placed on workers' compensation leave status and provided with temporary disability (TD) or industrial disability leave (IDL) benefits through Sedgwick CMS, the University's third party administrator.
 - c. When TD or IDL benefits are applicable, it will be coordinated in conjunction with the employee's FMLA.
3. If an accommodation **cannot be made**, the WC/RTW Program Coordinator will request the supervisor to provide a copy of the employee's job description or complete the [DWC AD 10133.33 Form](#) (Description of Employee's Job Duties). The completed DWC AD 10133.33 Form will be provided to the treating Physician and reviewed during the employee's next visit. This form is used to determine if restrictions will continue or can be modified.
4. The supervisor will monitor the employee while on temporary modified or alternative work assignment to ensure the employee is working within the assigned work restrictions. Monitoring will continue until the employee is released to regular duty or a maximum of 90 calendar days, whichever comes first.
5. Should the employee choose not to return to work or refuse to perform the modified or alternative duties as assigned, the employee is not eligible for temporary disability benefits.
6. The Supervisor and/or RTW Program Coordinator will keep in communication with the employee while off work to ensure that industrial work status reports from treating doctor remain current during the leave.

WHEN AN EMPLOYEE IS RECEIVING PAYMENTS FOR A TEMPORARY DISABILITY (TD OR IDL) AND IS DECLARED PERMANENT AND STATIONARY.

1. Should the employee be declared Maximum Medical Improvement (MMI) with permanent work restrictions, an accommodation meeting (Interactive Process) with all involved parties will be conducted to determine if Sonoma State University can accommodate the work restrictions on a permanent basis.
2. If it is determined that accommodation can be provided on a permanent basis and the modified or alternate position has met all the requirements under the Labor Code, Sonoma State University will provide the third party administrator with a formal job description on the new position. The third party administrator will

execute all appropriate forms. The employee will be returned to work as soon as possible.

3. If it is determined that Sonoma State University cannot accommodate the permanent work restrictions, the employee will be provided with Job Displacement benefits through our third party administrator in accordance with the Labor Code.

6.3 University Specific Procedures: Non-Occupational Injuries or illnesses

The following procedures will enable each administrator, manager or supervisor to proceed with the implementation of a modified or alternative work program for employees whose injury or illness is non-occupational; i.e., not work related.

1. The employee follows previously established University [leave of absence procedures](#) in the notification of time away from work.
2. When the employee's treating physician releases them back to work, the employee must complete the [Return to Work Certification Form](#) prior to the first day back at work.
3. When the treating physician releases the employee to modified or alternative work and outlines work restrictions in writing, the employee can make a RTW request by using Sonoma State University's [Disabled Employee \(Americans with Disabilities Act\) Program](#).
 - a. The employee is to complete the appropriate ADA forms and return to the RTW Coordinator. Forms include the [Accommodation Request Form](#) and [Release of Medical Information Form](#).
4. The Program Coordinator, the supervisor and the employee engage in an "interactive" dialogue to discuss possible temporary job modifications and/or alternative work.
 - a. The employee's job description should be provided by the supervisor and reviewed during the interactive meeting.
 - b. If restrictions permit, and are only for a short period of time, the employee's regular job can be modified to accommodate the restrictions.
 - i. The modified or alternative work duty program is for temporary disabling injuries; therefore, an employee seeking to RTW will not be placed on the program for longer than 90 days.

5. The employee will be returned to work within the restrictions given by their treating medical provider with the first priority being to assign the employee to the same job observing the prescribed restrictions.
 - a. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions
 - b. If the restrictions are such that the regular job cannot be modified, the Program Coordinator will outline alternative assignments that may be available to the employee.
6. After the details have been agreed upon, the RTW Coordinator completes the Interactive Process Meeting Documentation with an agreed upon plan of action.
 - a. Supervisor and the employee review and sign the Interactive Process Meeting Documentation.
 - b. RTW Coordinator will email a copy to the Interactive Process Meeting Documentation to the employee and supervisor. Supervisor will place the Interactive Process Meeting Documentation in a separate file than employee's regular personnel file.
 - c. The supervisor reviews the progress of the Interactive Process Meeting Documentation with employee at an agreed upon date, at periodic intervals.
7. When an employee in the RTW program is sick or unable to report to work, they must contact their supervisor and/or the Program Coordinator immediately and plan to use regular sick leave.
8. This is a temporary assignment that is subject to change and will not exceed 90 calendar days. If at any time the employee believes they are unable to perform their temporary modified or alternative work assignment or feel the physical requirements of the position exceed their limitations placed by the doctor, the employee must notify their supervisor and/or the RTW Program Coordinator.
9. At the conclusion of the modified or alternative work assignment, the supervisor and employee will meet to discuss whether the plan should be terminated, extended, or altered.
10. Each employee will be analyzed on an as-needed, per occurrence basis. This does not constitute establishing a job, and it does not take away work from other employees.

6.4 Employee Information Sheet

Sonoma State University values its employees and their contributions; and therefore, strives to provide an injured or disabled employee the opportunity to return to temporary modified or work as soon as their condition permits.

The University's Return to Work (RTW) program allows an employee with temporary work restrictions to work in a modified or alternative for a defined period of time, while recuperating from an injury or illness. In most cases, modified or alternative work has a positive impact on your recovery, while you are transitioning back to regular work.

For example, if the treating physician has released you to modified or alternative work, the University's RTW Program Coordinator, your supervisor and you will review whether your **work-related injury** restrictions can be accommodated and if so, the details of the temporary accommodation will be documented in your Workers' Compensation File. Depending on the nature of your work restrictions, your modified or alternative work may not be that different from your regular job. Please remember that the accommodations are not intended to be permanent.

Alternatively, the University's RTW Program Coordinator, your supervisor and you will review whether your **non-work related injury** restrictions can be accommodated through the ADA process, and if so, the details of the temporary or permanent accommodation will be documented through the Interactive Meeting Process.

Depending on if you are released to full or part time duties, the Payroll and Benefits Department can help you determine how your pay and benefits will be affected.

To ensure a successful Return to Work experience, your cooperation is vital. You need to be an active participant in this program to make it work. Therefore, the following provides some guidelines for you to follow.

- ✓ Follow the work restrictions recommended by your physician. If asked to perform a task that exceeds your restrictions or you feel unable to perform a task, it is your responsibility to immediately notify your supervisor.
- ✓ Follow all work and safety rules at the location of your modified or alternative work assignment.
- ✓ Total working hours are not to exceed physician recommendations or your usual pre-injury work assignment.

- ✓ Notify your supervisor and RTW Coordinator if unable to report to work for any reason.
- ✓ Attempt to schedule doctor and physical therapy appointments at times when you are not scheduled to work. If you must leave work, you must receive prior approval from your supervisor and utilize your accrued sick time.
- ✓ Perform your modified or alternative work in a professional and responsible manner.
- ✓ Notify your supervisor or the RTW Program Coordinator immediately, and provide medical documentation, if the physician:
 - Disables you from work;
 - Changes your work restrictions; or
 - Releases you to your regular position without work restrictions.
- ✓ If you have any questions or concerns with this RTW Program, please contact your supervisor or the University's Return to Work Program Coordinator at (707) 664-2979.