

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Transitional Work Program
Policy No. 3-38
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Effective October 1, 2004

- (A) The purpose of this policy is to provide full-time employees of Columbus State Community College a quick, efficient and safe return to work from an on-the-job injury, illness, or a temporary disability. The goal is to gradually return the employee to his/her original position with an ability to perform the essential duties of that position.
- (B) The employee must have a physician's approval to participate in this program, at which point their participation is mandatory.
- (C) The hours of work and the duties may be modified in various forms pursuant to a review and approval from the attending physician or Vocational Rehabilitation Case Manager/occupational therapist.
- (D) The employee may continue to participate in this program as long as there is progress toward rehabilitation not to exceed 90 calendar days. A 30-day extension may be approved by the Human Resources Department. If after the time period the employee cannot perform the essential duties of the position, the employee in question will be returned to whatever appropriate status they were before the Transitional Work Program (TWP). The employee will then be covered by all of the rules, policies, and procedures of that status as if they had never participated in the TWP.
- (E) Employees will maintain their regular rate of pay while participating in this program.
- (F) Employees participating in this program are not eligible to work or be offered overtime during this program period.
- (G) Absences unrelated to the injury/illness for which the employee is in the TWP program shall be handled in the same manner and by the same policy and procedure already established for that appropriate form of leave.
- (H) All TWP plans shall be in writing with appropriate signatures.
- (I) The President shall establish procedures to implement this policy.