

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE APPROVED: 12/20/2024	MANUAL	POLICY NO. 2240
APPROVED BY: Board of Directors	POLICY TITLE Return-to-Work	Pages 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the employer and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA). Inquiries about the ADA, CFRA or FMLA should be directed to the human resource department (HR).

ELIGIBILITY

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness or who are receiving workers' compensation benefits.

TRANSITIONAL WORK

UPUD defines "transitional work" as temporary, modified or alternate work assignments within the worker's physical abilities, knowledge and skills which should typically not exceed 90 days.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. UPUD cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

PROCEDURES

To obtain a transitional work assignment the employee must request a return-to-work form and the employee's job description from HR and provide them to the employee's health care provider for review and completion.

If the health care provider releases the employee to return to work on modified duty and has completed the return-to-work form, the employee should return the form to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release of his or her health care provider.

HR will review the return-to-work form and determine transitional work for the employee if appropriate and if the transitional work falls within business needs.

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Upon completion of the return-to-work form, a written notice will be prepared by UPUD and shared with the employee noting the start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the notice indicating his or her acceptance or refusal of the transitional work and to return the notice to HR. In the event an employee refuses transitional work and the employee satisfies the restrictions and ability to perform the transitional work, UPUD will notify the worker's compensation insurance carrier of the employee's refusal of the transitional work, if applicable.

UPUD will determine appropriate work hours, shifts, duration and locations of all work assignments. UPUD reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

RESPONSIBILITIES

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

Any employee returning to transitional work must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.