

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Transitional Work Program	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 1/14/15	
<b>REVIEW DATE:</b> 3/17/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Manager	<b>CEO APPROVAL DATE:</b> 4/3/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of NorthCare Network to transition an employee who has been injured on the job into his/her job duties as soon as medically possible.

### **PURPOSE**

To accommodate an injured/ill employee's abilities by "transitioning" the employee into his/her job duties while coordinating medical and work site issues within a prescribed time frame. It is NorthCare Network's prime objective to return the worker to productive employment as soon as possible.

### **DEFINITIONS**

1. ***NorthCare Network Personnel*** –refers to personnel employed by NorthCare Network on a full- or part-time basis, students, volunteers, interns and Board Members as applicable.
2. ***Transitional work program*** – a program designed to facilitate an early return to work by temporarily assigning job duties that are within the physical capabilities of the injured worker.

### **REFERENCES**

- Family Medical Leave Act (FMLA)
- NorthCare Network FMLA Policy
- NorthCare Network Workers Compensation Policy

### **HISTORY**

NEW POLICY: 1/1/15

REVIEW DATE: 1/6/15, 11/20/15, 9/27/16, 7/14/17, 5/29/18, 3/20/19, 2/21/20, 12/28/20, 1/26/22, 7/18/23, 5/9/24, 3/17/25

REVISION DATE: 7/14/17, 5/29/18, 3/20/19, 7/18/23, 5/9/24, 3/17/25

CEO APPROVAL DATE: 1/6/15, 12/1/15, 10/4/16, 8/1/17, 6/5/18, 4/1/19, 2/26/20, 1/5/21, 2/1/22, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 1/14/15

### **PROCEDURES**

- A. The transitional work program will allow an injured/ill employee to continue medical treatment and rehabilitation therapy while being released to work.

- B. An injured/ill employee shall have the limitations defined by the treating physician. This shall occur at each scheduled appointment. It is NorthCare Network's intent to utilize physicians who specialize in occupational medicine for evaluation purposes.
- C. The CEO shall make all efforts to accommodate the physician's recommendations. Such recommendations may result in a change of shift duties, work site, schedule or hours. If an accommodation cannot be made, the CEO shall document the reasons why and submit the documentation to the Human Resources Manager. Other options will be considered. NorthCare Network will make reasonable efforts to maintain the employee's normal work schedule.
- D. The goal of the transitional work is to "transition" the employee back into his/her assigned job duties. The transitional work is time-limited as determined by the physician. It is expected the transitional work period shall not be longer than 12 consecutive work weeks.
- E. Each employee situation is reviewed on a case-by-case basis, with recommendations and time frames specific for each employee.
- F. NorthCare Network reserves the right to implement an independent medical examination (IME) in situations that involve a difference of opinion/restrictions.
- G. Failure to comply with the physician's recommendations and/or failure to return to work shall be grounds for corrective action up to and including termination.
- H. Employees shall follow NorthCare Network's return to work policy, as outlined in the Family Medical Leave Act policy. When a physician documents a need for "restricted", "light" or "limited" duty, the following procedures shall be implemented:
  - i. Following the medical evaluation, the employee shall submit the physician's recommendations to the HR Manager. The HR Manager, Supervisor and employee will review his/her job duties (with documentation from and/or consultation with the treating physician) to identify the duties the employee is able to perform.
  - ii. The HR Manager and/or employee will keep the Supervisor up to date on all information received from the physician.
  - iii. The Supervisor shall make arrangements to initiate the transitional work program and review the program with the employee. Documentation of this shall be signed by both the Supervisor and the employee. A copy of the documentation will be given to the employee and the original, along with the physician's documentation/form, given to the HR Manager to be placed in the employee's personnel file.
  - iv. Reviews of the transitional work program shall be completed following any/all appointments with the treating physician.