Transitional Return-to-Work Program
Non-OCCUPATIONAL

What is the Transitional Return-to-Work Program?

TRTW (Transitional Return-to-Work) Program is for employees unable to perform his/her normal and customary job functions due to illness or injury. The Program is designed to provide such employees with a smooth, timely transition from the time of illness or injury to full recovery by assigning the employee with transitional task or tasks during the recovery period. All tasks assigned conform to the employee’s work restrictions and qualifications. Transitional accommodation will be at the discretion of employee’s department.

How does the TRTW Program work?

The first step is for the injured or ill employee’s treating physician or treater to provide limitations and an assessment of the task that an employee is and is not capable of performing. Each transitional assignment is documented with a written agreement signed by the employee and their department.

Key points about transitional assignments and the program:

- TRTW assignments are not permanent assignments, but an interim step to assist in the employee’s medical recovery process.
- Assignments provide a match between the physical demands of available transitional job tasks and the employee’s current work abilities and restrictions.
- Assigned transitional tasks are consistent with the business goals of the department.
- Continued tracking of the employee’s condition is needed throughout the transitional assignment to determine when to return to employee’s regular job. The employee’s progress is reviewed periodically throughout the assignment.
- TRTW assignments are short-term, generally less than 60, days as appropriate, for the employee’s medical condition and treatment/recovery plan. Exceptions may be granted according to the condition.
- Program participant are held to the same minimum performance expectations and standards as are all other employees.
- Because of the need to ensure that assigned tasks match restrictions, and to monitor the employee’s progress, TRTW assignments are not performed at home.
- TRTW work assignments are provided during regular shift hours.
Transitional Return-to-Work Participation Agreement
Non-Occupational

Purpose: This form specifies the agreement with the Employee for a transitional duty assignment during recovery from injury/illness. Transitional work assignments are temporary. This form will be completed by the Employee, the TRTW Supervisor and returned to the Absence and Disability Accommodation Management Team – Phone: 650.723.4748 Fax: 650.618.2243/ Email: HRAM@Stanfordhealthcare.org

Employee Name: Last First: Today’s Date: _______________

Department Supervisor: Home Department:

Accommodated in:
☐ Own Department
☐ Occupational Health Services
☐ Another Department / Unit Name of Department / Unit:

<table>
<thead>
<tr>
<th>Name of TRTW Supervisor</th>
<th>TRTW Dept. Name</th>
<th>TRTW Original Start Date</th>
<th>TRTW Start Date</th>
<th>TRTW End Date</th>
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Medical Restrictions: Your physician has released you for temporary modified work with the following restrictions: (or see attached medical release or work ability status form showing work restrictions)

Return to Work Schedule

Start Date: ________________________ Payroll End Date: ________________________

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(TRTW Agreement Contract – Page 2)

Since transitional duty is temporary, the availability of this duty will be periodically re-evaluated. **Maximum time in the TRTW program is 60 days.**

**Responsibilities:**

**Employee:**
- Work within the medical restrictions set forth by the doctor.
- Adhere to the schedule created by the TRTW supervisor. Failure to do so may impact your eligibility for disability.
- Meet minimum performance expectations of each task.
- Perform only those transitional work tasks specified by the supervisor/manager.
- Inform the supervisor/manager of any difficulties performing that task(s) of the transitional work assignment.
- Schedule doctor and physical therapy appointments outside the work schedule whenever possible.
- If applicable, update the home department supervisor/manager whenever medical restrictions change.
- Contact the supervisor/manager as soon as possible whenever you are unable to report to work, but no later than two hours before the start of your scheduled shift.
- I will be required to have my physician provide additional documentation upon request to record my progress while participation in the Program.
- Upon my release to full duty, I will provide such documentation from my physician to the TRTW Specialist and my Supervisor/Manager.
- Failure to report to work could affect your entitlement to temporary disability benefits.

**Supervisor:**
- Communicate regularly with the employee regarding the employee’s progress to help ensure success.
- Work with the TRTW Specialist to monitor changes in the employee’s restrictions and assign new tasks as appropriate.
- Ensure that the employee works within his/her restrictions and time frame of work restrictions to promote program success.
- Define and communicate to the employee the minimum performance expectations of each task.

[ ] **Yes**, I accept this temporary Transitional Return-to-Work assignment, above and will abide by all payroll expectations and standards of performance.

[ ] **No**, I have chosen to **decline** participation in the Return to Work Program. I do not accept this temporary Transitional Return-to-Work assignment because:

I have **read and understand** the information contained on both sides of the agreement.

<table>
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<tr>
<th>Employee Signature:</th>
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<tbody>
<tr>
<td>Supervisor Signature:</td>
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Original to: Absence and Disability Accommodation Management Team [HRAM@Stanfordhealthcare.org](mailto:HRAM@Stanfordhealthcare.org)

Copies to: Employee & Supervisor