



SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE

RETURN -TO -WORK POLICY AND PROCEDURES

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Purpose

This policy provides guidelines for the establishment of a Return-To-Work (RTW) Program for the Revenue and Fiscal Affairs Office (RFA) employees who have sustained work-related injuries or illnesses and are temporarily restricted in the performance of their regular job duties and tasks.

Policy

It is the policy of the RFA to retain valued employees, achieve a safe and timely return to work for those employees who are absent due to an illness or injury, and to reduce and control costs related to workplace injuries.

Objectives

The objectives of Revenue and Fiscal Affairs Office Return-To-Work Program are to:

- Allow the employee to remain in the work force and resume productive employment as soon as possible.
- Enable the worker to gradually overcome medical restrictions through a transitional period of modified-duty.
- Comply with all applicable parts of the Americans with Disabilities Act (ADA) and with all appropriate parts of the Family and Medical Leave Act (FMLA). (The RTW program shall not be construed as recognition that an employee who has sustained a work-related injury or illness is considered to have a disability as defined by the ADA).
- Comply with all applicable state and federal laws

Type of Work

RFA will attempt to provide temporary transitional duties of up to 60 calendar days whenever possible and practical. The Agency is under no obligation to create a position solely for this purpose. The Agency defines “transitional” duties as temporary modified work assignments within the recovering employee’s physical abilities, knowledge, and skills

Procedures

Upon notification that an employee can return to work with restrictions, the Supervisor in consultation with appropriate Agency management and the Worker’s Compensation Coordinator (WCC) will determine the assignment of modified duties within the unit. Before making such determination, the employee must submit the following: 1) the restrictions identified by the treating physician; 2) a date when the restrictions will end and 3) the date when the employee is due to be reassessed by the treating physician. If work the employee can do is not available in the employee’s work unit, management and the WCC would determine whether placement could be made in another area of the Agency. Assignments must meet RFA staffing needs and if possible accommodate the employee’s medical restrictions while taking into consideration the welfare and safety of the employee and co-workers. The WCC will work together with Board HR and the RFA agencies management to coordinate the assignment. Employees on modified duty may be assigned to work on any shift at the discretion of the agency.

Communication

It is the responsibility of the Supervisor to immediately notify the Executive Director or his/her designee of any changes concerning a transitional/temporary work assignment. Management will communicate such changes to the WCC who will then communicate with the Nurse Case Manager keeping B&CB Board HR and RFA - HR informed as needed.

Program Extension

An extension may be made on a case by case basis, and the number of days will be determined by management in conjunction with the WCC and Board HR, based on the physician recommendations and the specific needs of the work unit assigned. Such extensions will be reviewed by the WCC in conjunction with management and Board HR every two weeks thereafter and modified work may continue to be provided. If it is determined that the employee has long term restrictions that result in the inability to perform the essential functions of the regular position, the provisions of the American’s with Disabilities Act (ADA) and other applicable laws will be evaluated to determine suitability for employment.

Employee Responsibilities

Employees will be responsible to report all job-related injuries and any medical restrictions to their immediate Supervisor. If employees believe that tasks assigned to them violate these restrictions, employees should immediately inform the Supervisor. The employee may contact the WCC if the issues remain unresolved.

Doctor's Appointments

RFA's notification policy regarding doctor's appointments will also apply to employees undergoing rehabilitation.

Failure to Participate

Employees who are assigned to modified duty are expected to keep medical appointments and participate in follow-up rehabilitation treatment as necessary. For employees receiving workers compensation, failure of the employee to participate in medical and rehabilitation treatment may be subject to exclusion from the RTW program.

Supervisors Responsibilities

The Supervisor for the area that the injured employee is assigned for modified duty shall ensure that the employee is complying with job-related restrictions as noted on the modified duty form. Supervisors directing modified duty employees shall assign those employees to jobs which can accommodate their restrictions. Each Supervisor should compile and maintain a list of job duties that meet light duty requirements. This list should be updated yearly.

Supervisors Responsibilities

The BCB Worker Compensation Coordinator and Board Human Resources Office will coordinate the Return-To-Work Program with the injured worker's Agency. This includes the responsibility to review and update the program as needed to ensure that it meets the needs of RFA and its employees.

The BCB WCC will be the primary contact with all Nurse Case Managers, physicians and medical professionals, and shall provide information on an injured employee's current job description, the modified duty policy, and the types of modified duty which are available.

The BCB WCC will also provide such Nurse Case Managers with periodic updates and any change of status relating to the modified duty program for injured employees. If additional information is requested by medical professionals, such as job descriptions for a specific ill or injured employee, the BCB WCC shall provide such additional information. The Nurse Case Managers assigned to the case by the State Accident Fund shall schedule all employees' medical appointments as necessary, and keep all necessary and appropriate records. It will be the employee's duty to turn in a Return to Work form to their Supervisor for each medical visit. Supervisors shall forward these forms to the BCB WCC