



TRANSITIONAL EMPLOYMENT PLAN TRAINING

Please find attached the information regarding workman's compensation at Center Grove Community School Corporation. Follow the instructions below and return your signed acknowledgement form to Glennda Watson at ESC.

This training will provide employees with an overview of the goals and philosophy of the Transitional Employment Plan (TEP) and their role and responsibilities.

It also provides step-by-step instruction on what to do after experiencing a work related injury.

Attached are the following documents:

1. Instructions for Completing TEP Training on the Web
2. TEP Policies and Procedures
3. Acknowledgement of Program Form

Be sure to complete the online training and Acknowledgement of Program Form. If you do not have computer access, please contact your immediate supervisor—there is also a computer available at the Education Service Center.

Thank you! Glennda Watson-ESC



(Revised 12/1/2011)
**Transitional Employment Plan
Policies and Procedures**

Department of Human Resources
Center Grove Community School Corporation
4800 West Stones Crossing Road
Greenwood, Indiana 46143
(317) 881-9326 – FAX (317) 885-5243

Effective January 1, 2012, the Transitional Employment Plan program will apply to all staff members who experience a work related illness/injury.

Transitional Employment Plan (TEP) Overview

Center Grove's employees are our most valued assets. Their safety and well-being are a major concern for the Corporation. When our employees are injured it is our desire to assist them in a quick recovery and return to meaningful employment. Our Transitional Employment Plan (TEP) provides employees who are temporarily disabled with a safe, timely transition back to their regular work duties. The program involves monitoring an employee's medical condition and, based on guidelines established by the employee's physician, identifying temporary transitional work opportunities that match his/her physical capabilities.

Center Grove's TEP is designed to reduce the negative impact of job related injuries and illnesses. Studies have shown that injured workers recover faster when they have the opportunity to participate in transitional work programs. Studies also indicate such a program can have a positive impact on employee morale and decrease employee turnover.

Though employees with work-related injuries or illnesses are eligible for Workers' Compensation benefits, those benefits are not equal to an employee's full benefits while working. Modified work reduces the financial hardship that is caused by injuries by allowing an employee to work while recovering from the injury and to receive full compensation and benefits; sick leave and vacation time continue to accrue.

Modified work reduces the psychological hardship of work-related injuries and illnesses by giving the employee the opportunity to remain a productive part of the work group and to maintain communication with co-workers and supervisors during the transition from temporary disability to full recovery. Such a program benefits both the Corporation and the employee by preventing the deterioration of employees' work skills, health, and attitudes that may result from a prolonged absence from work as well as helping employees develop new skills. In addition, TEP is a constructive program to reduce workers' compensation costs and minimize loss of productivity for the Corporation.

Participation is Mandatory for all Qualifying Employees

The TEP is not voluntary. When an injured employee is released to work in the TEP by their treating physician, participation is mandatory if modified work is available. An eligible employee cannot substitute paid sick leave because he/she does not feel ready to perform modified work. Refusal to participate will place an employee's workers' compensation benefits and continued employment with the Corporation in jeopardy.

Participation is based on the following criteria:

- ? The employee's medical condition *temporarily* prevents him/her from performing full regular duties.
- ? The workers' compensation or disability claim has been approved or is in a delayed status.
- ? The treating physician has:

✓ Certified that the employee has a temporary condition

Employees with temporary physical limitations sustained as a result of a work-related injury/illness will be assigned TEP modified work assignments. These assignments are always TEMPORARY. Employees with restrictions that would permanently prevent them from returning to their full-time jobs will not be provided TEP work assignments. TEP work is progressive so that there is evidence of recovery.

Participation is Mandatory for all Qualifying Employees (continued)✍ Determined the employee's current physical capabilities

Employees with temporary partial disabilities, recovering from a work-related injury/illness, will be assigned TEP assignments when they obtain written medical clearance from their treating physician (via a Workers' Compensation Employee Work Ability form) who will specify the employee's work restrictions.

✍ Released the employee to participate in the Transitional Employment Plan

Employees will be required to participate in the TEP only when the treating physician deems it medically feasible for employees to do so. The program will then provide short-term work assignments for employees temporarily disabled by a work-related injury or illness who are unable to perform their regular duties. The TEP assignments will be consistent with and not exceed the restrictions and limitations set by the physician.

✍ Estimated the recovery period

The employee may continue to participate for a period of 12 weeks as long as the employee is making medical progress toward recovery and returns to full regular duties. Transitional duty can only be extended when it is determined that the additional time would facilitate a return to full regular duties and would not adversely affect the Corporation's operational goals or the objectives of the TEP.

Transitional Employment Plan Assignments

Every effort will be made to place the TEP assignment in the employee's home building/department, during the employee's normal working shift/hours, and under his/her regular supervision. However, if a building/department is unable to provide work for an injured employee that is compatible with his/her restrictions, the TEP assignment may be placed in another building/department. It is the option of the employee's director/supervisor to change regular days off and work hours while an employee is on TEP. No overtime will be allowed while in the TEP program. The assignments must be designed to provide meaningful tasks to the employee, assist with the employee's recovery, and enhance productivity for the Corporation.

All TEP assignments are temporary accommodations. An employee's initial period of participation is 30 days with start and end date specified in the TEP Assignment Agreement. Each assignment is reviewed every 30 days and will generally not extend beyond 60 days unless there is evidence the employee is recovering. If the employee is not expected to return to regular work within 120 days, they may be taken off modified work until an expected return-to-work date has been determined. Permanent accommodations of medical restrictions will require a formal review by the employee, director/supervisor and Director of Human Resources.

An employee is paid his/her current rate of pay regardless of the TEP assignment. If receiving Workers' Compensation temporary disability benefits they will stop when an employee is participating in the TEP provided the number of hours worked is the same as the employee's regular scheduled hours. Full-time employees, who return to a part-time transitional assignment will remain eligible for Workers' Compensation wage loss benefits. They may supplement transitional job earnings and Workers' Compensation wage loss benefits with sick leave and vacation leave up to 100% of their regular earnings – see *Workers' Compensation Leave of Absence Wage Payment Information and Supplemental Leave Election form*.

Transitional Employment Plan Agreement

All transitional duty assignments are to be offered in writing utilizing the TEP Assignment Agreement form and the employee's acknowledgement or refusal (signature) obtained. The assignment should be presented to the employee in person upon notification of a limited work release. If an employee refuses to sign the TEP Assignment Agreement form or refuses the assignment by not arriving for work on the date and time specified, the Director of Human Resources is to be notified immediately.

An employee is not obligated to return to a transitional position under the FMLA, but may not be eligible for Workers' Compensation or Disability benefits. In most instances, Workers' Compensation law allows temporary total disability benefits to be suspended in the event an employee refuses a valid transitional work assignment which a physician has authorized. A transitional duty offer is "valid" when the employee has been released for work by their physician and a work assignment has been offered to the employee in writing and acknowledged (signed) by the employee via the TEP Assignment Agreement form.

Employees Who Cannot Return to Regular Employment

In some cases, it will not be possible to develop a Transitional Employment Plan in conformance with an employee's work restrictions. In this situation, the employee will continue on Workers' Compensation until either the employee's medical condition becomes permanent and stationary or the injury/illness improves so the employee can be accommodated through modified or temporary alternate work duty. If an employee is unable to return to their regular job because of the severity and permanence of the injury or illness, the Corporation will evaluate the situation and refer the employee to appropriate alternative resources.

Work-Related Injury/Illness Procedures

1. You are injured.
2. You report your injury immediately to your supervisor, regardless of the severity of the injury, and an Employee Accident Report is completed.

All reports must be completed in detail and reviewed by your immediate supervisor, Center Grove medical personnel (if applicable), and department director/ building principal and forwarded to the Human Resources Department within two (2) days after the occurrence and knowledge thereof. If you do not report the injury, there will be no documentation that the injury was work related, and you could jeopardize your eligibility for work-related coverage under Indiana Workers' Compensation.

If outside medical treatment is provided, a copy of the Employee Accident Report must be completed within 24 hours of the injury.

3. If medical treatment is needed, you must go to MedCheck Greenwood to be seen by a physician, unless it is an emergency situation. **You are required to have a Workers' Compensation Authorization for Treatment / Employee Work Ability form in order to be treated.**
4. At some point, the treating physician will either release you to return to Regular Duty or release you to Modified Duty. **Your attending physician must complete a Workers' Compensation Employee Work Ability form to designate your work status.**
5. After you have received medical treatment, you must report back to your supervisor immediately.

If you are released to Modified Duty (work with restrictions), your attending physician must complete the Employee Work Ability form in detail for Transitional Employment Plan (TEP) consideration. It is your responsibility to inform your supervisor that you have been released to work with restrictions. **When an injured employee is released to work in the TEP by their treating physician, participation in the TEP is mandatory if modified work is available.**

Work-Related Injury/Illness Procedures (continued)

6. You must report back to work as soon as the physician releases you to do so, with or without work restrictions. After you have returned to work, you will meet with your director to review your medical restrictions.
7. Your director will find work for you under the TEP that is consistent with your doctor's restrictions and limitations. He/she will talk to you about what your modified duties are, where they are, and when you are to report to them.
8. You and your director will review the TEP Employee Information Sheet as well as review and then sign the TEP Assignment Agreement (with acknowledgment of work capabilities) which clearly defines the TEP assignment and the length and dates of your assignment.
9. You must report to your TEP assignment as directed by your director.
10. During your TEP assignment you are required to communicate with your supervisor on your medical status and potential change in job duties. Your progress will continue to be monitored by your treating physician and the Third Party Administrator (TPA), Crawford & Company. It is your responsibility to perform within your treating physician's restrictions and limitations.
11. You can only return to your regular duties when your treating physician has cleared you in writing to do so. When the treating physician releases you to Regular Duty, you must let your director/supervisor know immediately.



Transitional Employment Plan Acknowledgement of Program

Center Grove Community School Corporation is committed to providing a safe work environment for all employees. If an employee sustains an injury while employed by Center Grove, every effort will be made to ensure the employee receives quality medical care and is returned to the work environment as soon as he/she is physically able.

Employees who may be able to return to work in a limited capacity, but who are temporarily not capable of performing the full scope of their regular job duties, will receive a temporary job assignment through the Corporation's Transitional Employment Plan.

Job assignments will be based on specific medical restrictions established by a licensed physician. If work is available for the injured employee and the physical requirements of such work do not violate any of the medical restrictions, the employee will be required to perform the job assignment.

Effective Date January 1, 2012

Employee Signature _____

Date _____

(Acknowledging receipt and understanding of this program)

Print Name _____

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