



Barnesville Shamrocks

Transitional Work Program – Employee Training Module:

Mission Statement

The mission of Barnesville Exempted Village School District's Transitional Work Program (TWP) is to make every reasonable effort to provide suitable alternate employment or make reasonable modifications for an Employee who is unable to perform his/her normal job duties as a consequence of an injury, illness, or disability. The ultimate goal is to return the Employee to work within 30 calendar days. This program represents a proactive management strategy that formalizes the return to work process by providing organization, structure and accountability for Barnesville Schools, the Employee, the Medical Provider, and the Managed Care Organization (MCO) and others as applicable. It is a plan that recognizes that all parties have a responsibility to be active participants in the rehabilitation and return to work process.

Program Objectives

The TWP will benefit Barnesville Schools and its Employees by 1.) Helping an injured or temporarily disabled Employee to stay on the job, earning normal pay, while recovering and making progress toward resuming regular duty work, and 2.) Helping the schools to manage costs for workers' compensation premiums by keeping a productive and helpful Employee on the job, decreasing costs associated with lost time, and through possible discounts that may be available when the program is used successfully.

Transitional Work: An Operational Definition

Transitional work is a progressive and individualized program. It is an interim step during the recovery of an injured or disabled Employee. Transitional work is not an occupational goal. Transitional work represents an opportunity to protect the employability of the Employee experiencing documented temporary medical restrictions while minimizing the costs associated with unnecessary absences. Transitional work is defined as "any job, task, function or combination of tasks or functions that a temporarily injured or disabled Employee may perform safely, for remuneration, and without risk of re-injury or risk to the Employee or other Employees."

Compensation for Employees

While in the TWP, the Employee will receive 100% of the Employee's regular wage for the hours worked.

Incentives for Participation

For those engaged in a Bureau of Workers' Compensation (BWC) return to work scenario, the Employee will be paid at 100% of their wages as opposed to the compensation paid by the BWC (generally 72% of wages during the first 12 weeks of disability; 66.6% of wages for subsequent weeks). The Employer benefits from the continued productivity of the Employee, while helping to manage workers' compensation costs.

Transitional Work Program Procedure

1. An injury, illness or disability occurs.
2. The incident is reported to the Immediate Supervisor, who will then report it to the Program Manager. The appropriate paperwork will be completed for any incident, regardless of severity, per schools policies (*incident report, first report of injury FROI*).
3. The Employee visits the Medical Provider. Medical release/restrictions are given to the Employee (*MEDCO 14, TWP Referral Form or Fitness for Duty Form* as applicable) by the Medical Provider to return to work. The Employee must provide medical release/restrictions to the Program Manager within 24 hours of the visit with the Medical Provider or as soon as it is feasible. The Program Manager or MCO can request medical release/restrictions from the Medical Provider if the Employee does not supply them.
4. Collaboratively, the Program Manager, Immediate Supervisor, and Employee utilize the criteria for assigning work to determine modifications to the regular job or assignment to alternative tasks during the transitional work period. Transitional work paperwork is reviewed and signed to initiate the start of the TWP.
5. Medical care and/or therapy will continue as appropriate. If available and feasible, on-site occupational/physical therapy may be requested to aid in gradual progression of job tasks.
6. Weekly, the Program Manager and/or Immediate Supervisor discusses the TWP with the MCO and/or Medical Provider to assess progress and modifications to the TWP to prepare the Employee to work without restrictions.

7. The Employee visits the Medical Provider within the TWP timeframe. The Medical Provider issues a release to return to work without restrictions. If continued restrictions are issued, the Program Manager will determine based on the individual circumstances if an extension of the TWP timeframe is feasible. If so, return to step #4.

Time Parameters of the Transitional Work Program

The expected duration of the TWP is 30 calendar days.

Discharge Criteria

- Progress in TWP demonstrating the ability to perform regular job functions, confirmed by a written release to regular duty work from the Medical Provider. This information will be communicated to the Program Manager in writing, allowing the Employee to return to work without restrictions.
- The Employee is not making progress toward being able to work without restriction. The TWP may be paused or discontinued by the Program Manager or Medical Provider.
- The Employee is unable to work without restrictions after the completion of 30 calendar days in the TWP. If available, the Program Manager and the Medical Provider may identify alternative return to work options for the Employee. If necessary, it may be beneficial to consult with the MCO to consider options including an Independent Medical Examination (IME), Functional Capacity Evaluation (FCE), or referral to Vocational Rehabilitation for assistance from a Vocational Rehabilitation Case Manager.

Dispute Resolution

In the event of a conflict between the parties involved in a TWP, an Employee who is eligible for the TWP, is currently enrolled in a TWP, or has been discharged from a TWP may access dispute resolution by following the procedures outlined as follows:

- If an Employee has a conflict, he/she is to talk directly with his/her Immediate Supervisor to address and resolve the issue.
- If the issue cannot be resolved with the Immediate Supervisor, the Employee should then contact the Program Manager. If it is a medical issue, the Medical Provider and/or MCO (as applicable) may need to be contacted. If there is an issue with the TWP policy, it will be brought to the Program Manager for resolution.

Community Resources and Provider Contact Information

<u>Emergency Medical Care/After Hours Care:</u>		<u>Urgent Care/Occupational Health:</u>	
Barnesville Hospital-Emergency Services 639 West Main Street Barnesville, Ohio 43713 740-425-3941 (P) 740-425-9213 (F)		Doctors Urgent Care 875 E Main St Barnesville, Ohio 43713 740-484-9394 (P) 740-619-0324	
<u>Physical/Occupational Therapy Providers:</u>			
Independent Rehabilitation 302 S Chestnut St. Barnesville Ohio 43713 740-425-4350 (P) 740-425-4355 (F)		Emerald Pointe Health & Rehab 100 Michelli St Barnesville, Ohio 43713 740-425-5400 (P) 749-425-1719 (F)	
<u>MCO / On-site Therapy Coordination / Bill Inquiries:</u>		<u>Vocational Rehabilitation:</u>	
Health Management Solutions – Cleveland Office 2545 Farmers Drive #400 Columbus, Ohio 43235 888-202-3515 (P) 888-303-6294 (F)		VoCare Services 25001 Emery Road, Suite 320 Cleveland, OH 44128 216-514-1221 (P) 216-514-0706 (F)	
<u>BWC Service Office:</u>	<u>Third Party Administrator:</u>	<u>Transitional Work Developer:</u>	
Cambridge BWC Office 61501 Southgate Rd Cambridge, Ohio 43725 800-644-6292 (P) 866-336-8352 (F)	Paramount Preferred Solutions 25001 Emery Road, Suite 340 Cleveland, OH 44128 216-765-4200 (P) 216-765-4210 (F)	VoCare Services – Don Wang 25001 Emery Road, Suite 320 Cleveland, OH 44128 216-514-1221 (P) 216-514-0706 (F)	