



## Fundamentals of the Stay at Work / Return to Work Program

# Fundamentals of the Stay at Work / Return to Work Program

## Welcome to **Fundamentals of the Stay at Work/Return to Work Program.**

This presentation is designed as a self-paced training module that all LAUSD employees can access at any time and return to as often as desired. We encourage you to take the time to familiarize yourself with this program and to review other information provided on this web site (<http://stayatwork.lausd.net>).

Upon completion of this presentation you will have a basic understanding regarding the Stay At Work / Return to Work Program and how it is administered by the District.



# Fundamentals of the Stay at Work / Return to Work Program

## *What is the Stay at Work/Return to Work Program?*

A comprehensive program designed to keep injured or ill District employees in gainful, productive, and rewarding employment within their work restrictions.



# Fundamentals of the Stay at Work / Return to Work Program

## *Who is eligible to participate in the program?*

The Stay at Work/Return to Work policy applies to **any injured and/or ill employee**. Participation in the program is **mandatory** for both the District and its employees, unless specific circumstances are exempted under the law.





# Fundamentals of the Stay at Work / Return to Work Program

## Participation is based on the following criteria:

- The employee's medical condition temporarily prevents the employee from performing his or her regular duties.
- The treating physician has:
  1. certified that the employee has a temporary condition.
  2. determined current physical capabilities.
  3. released the employee to participate in the Stay at Work/Return to Work Program.



# Fundamentals of the Stay at Work / Return to Work Program

## Benefits to the Employee:

- Retains salary and benefits
- Retains sick leave
- Continues to work within medical work restrictions
- Maintains morale

*(continued)*



# Fundamentals of the Stay at Work / Return to Work Program

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## **Benefits to the Manager/Supervisor:**

- Retains trained/experienced workers
- Fosters better communication with employee
- Reduces potential for fraud & abuse
- Reduces costs associated with production loss and absenteeism



# Fundamentals of the Stay at Work / Return to Work Program

## *What if the employee has been off work due to illness or injury?*

Once an employee is **released by their physician to return to work**, they should contact their manager/supervisor. Their manager/supervisor will provide information about **returning to work within their work restrictions**.

If additional assistance is needed, a Return to Work Specialist with the Integrated Disability Management Branch (IDM) can be contacted to assist the employee or the manager/supervisor through the Stay at Work process.

*Note: Employees must comply with the District's leave policies.*





# Fundamentals of the Stay at Work / Return to Work Program

## *What is a Transitional Assignment?*

Based on the work restrictions outlined by a physician,

1. the manager/supervisor determines if job duties can be **modified** to develop a transitional assignment or
2. an **alternate** assignment may be identified as an appropriate transitional assignment .

The manager/supervisor identifies the most effective and productive transitional assignment, within the work restrictions, that will provide the employee the opportunity to perform productive work as they are recovering and transitioning back into their regular assignment. The Return to Work Specialist is available as a resource to assist with developing a transitional assignment.



# Fundamentals of the Stay at Work / Return to Work Program

## *How long does a Transitional Assignment last?*

Modified/transitional assignments are temporary. Assignments may not exceed 60 working days without notification and approval of the assigned Return to Work Specialist and manager/supervisor.



# Fundamentals of the Stay at Work / Return to Work Program



**1** Supervisor receives and reviews restrictions.



**2** Supervisor determines if modification needs to be made.



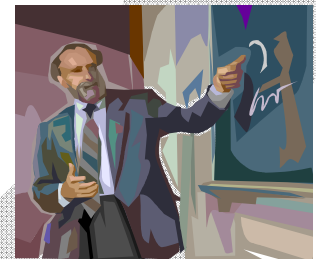
**3** Supervisor discusses return to work with the employee.



**6** Supervisor contacts Return to Work Specialist to discuss extension if necessary.



**5** Supervisor and employee monitor work activities.



**4** Employee returns to work.





# Fundamentals of the Stay at Work / Return to Work Program

## *What are the Employee's responsibilities?*

- Notify immediate supervisor of any unplanned absence
- Advise his/her medical providers that the district provides Stay at Work opportunities
- Provide medical certification to the supervisor
- Participate in modified or alternate transitional assignments when available

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# Fundamentals of the Stay at Work / Return to Work Program

## *What are the Employee's other responsibilities?*

- May not exceed the restrictions set by the doctor
- Inform supervisor when restrictions change
- Comply with policies, procedures and guidelines
- Prevent injuries
- Abide by the work safety rules at the location



# Fundamentals of the Stay at Work / Return to Work Program

## ***What are the Managers' / Supervisors' Roles and Responsibilities?***

- Notify employee of the Stay at Work program and the availability of transitional work if absent beyond 5 days
- Require medical certification of the absence
- Contact the Return to Work Specialist when assistance is needed

(continued)



# Fundamentals of the Stay at Work / Return to Work Program

## ***What are the Managers' / Supervisors' Other Responsibilities?***

- Promote safe productive working environment
- Optimize opportunities for return to work at earliest appropriate time
- Comply with policies, procedures and guidelines
- Require accurate and prompt report of all incidents
- Investigate all incidents
- Prevent injuries



# Fundamentals of the Stay at Work / Return to Work Program

## *Stay at Work/Return to Work Resources:*

- Tel: 213-241-7630
- TTY: 213-241-6882
- FAX: 213-241-6778
- Email: [disabilitymanagement@lausd.net](mailto:disabilitymanagement@lausd.net)
- Website: <http://stayatwork.lausd.net>
- The Stay at Work Program Procedural Manual, located at <http://stayatwork.lausd.net>
- A self-paced quiz on this topic is also available at <http://stayatwork.lausd.net>

