

# DISABILITY MANAGEMENT POLICY

FOR

CALIFORNIA STATE UNIVERSITY,  
LOS ANGELES

November 2003

**Interim**  
PROGRAM APPROVAL AND AUTHORIZATION

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James M. Rosser, President

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Date

1.0. PURPOSE:

To establish a safe, rapid return of occupationally injured/ill employees to transitional or regular employment. The Disability Management Program is intended to meet the University's and employee's needs by providing opportunities to maintain medically appropriate employment. It will assist the University in its efforts to reduce both direct and indirect employee-related disability expenses by reducing Workers' Compensation costs, as well as the associated costs of absenteeism and lost productivity.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University excluding Auxiliary organizations.

3.0. REFERENCES:

N/A

4.0. POLICY:

- 4.1. It is the policy of the California State University, Los Angeles, to return (if feasible) employees who have sustained occupational disabling injuries to work as soon as their medical condition will permit return without endangering their health or safety, or the health or safety of others. If temporary job restructuring is required, the CSULA will establish and utilize a Transitional Employment Team to develop Transitional Employment Plans whenever necessary to facilitate the Disability Management process. Otherwise, if the employee can be returned to their original position with accommodation to a restriction or limitation, then the transitional employment process is not required.

5.0. DEFINITIONS:

- 5.1. On the Job Injury – An injury, which occurs while an employee is on the job.
- 5.2. Job Related Illness – An illness caused by factors in the employee's work environment.
- 5.3. Third Party Administrator (TPA) – The agency, which administers Workers' Compensation for the University.
- 5.4. Transitional Employment Team – The group established to facilitate the injured employee's return to transitional employment.

Representation of the Transitional Employment Team shall consist of:

- (a) Risk Management & Environmental Health Safety Director
- (b) Human Resource Director
- (c) Student Health Center Director
- (d) Workers' Compensation Coordinator

- 5.5. Supervisor - Is considered to be the immediate supervisor for the injured or ill employee.
- 5.6. Transitional Employment – Temporary restructuring of job duties assigned to injured/ill employee to enable that employee to return to his/her position.
- 5.7. Reasonable Accommodations - Permanent changes in a job or in how the job is performed, necessary to enable an employee to perform the essential functions of his/her job.
- 5.8. Return-to-Work - Is the department's accommodation of an employee's work restrictions an/or limitations back to that individual's normal job.

6.0. RESPONSIBILITIES:

- 6.1. Disability Coordinator will:
  - 6.1.1. Be the University Workers' Compensation Coordinator responsible for administrative oversight of the Disability Management Program for the University.
  - 6.1.2. Coordinate a training program to ensure that MPPs, supervisors, and employees are provided adequate instruction on the Disability Management Program.
  - 6.1.3. Gather relevant information regarding injured/ill employees for the Supervisor or whenever feasible the Transitional Employment Team to review.
  - 6.1.4. Identify representatives, as needed, from various organizational units to be ad hoc members of the Transitional Employment Team.
  - 6.1.5. Coordinate the development of the CSU Activity Analysis form (Appendix 8.1) to be used in the transitional employment process.

6.1.6. Maintain all records in locked file cabinet.

6.2. The Transitional Employment Team will:

6.2.1. After 22 working days, if restrictions continue, the ability of the campus to continue modified work or provide alternate work will be reviewed by Transitional Employment Team.

6.2.2. Participate actively with the department and employee if determine by the department temporary job restructuring is not feasible by assisting in the development and implementation of transitional employment and/or reasonable accommodation plans.

6.2.3. Schedule regular Transitional Employment meetings whenever there is an employee who either is involved in Transitional Employment or in need of Transitional Employment.

6.2.4. Adhere to the terms of respective collective bargaining agreements, comply with the Americans with Disabilities Act (ADA), and comply with other applicable laws, rules, agreements and regulations.

6.3. The Supervisor will:

6.3.1. Follow the process outlined on the Supervisor Checklist (Appendix 8.2) regarding return to work.

6.3.2. Participate in the development and review of CSU Activity Analysis (Appendix 8.1) documentation.

6.3.3. When appropriate, offer to accompany injured employee to his/her first medical appointment.

6.3.4. Complete Supervisor's Report of Occupational Injury or Illness (Appendix 8.3) in a timely manner.

6.3.5. Determine if modified work is available.

6.3.6. The supervisor shall inform the Disability Coordinator appropriate communication of decision.

- 6.3.7. Participate as member of the Transitional Employment Team, as needed.
- 6.3.8. Participate in reasonable accommodation process.
- 6.3.9. Provide a positive working environment conducive to creative problem solving and acceptance of injured/ill employee's involvement in transitional employment and/or reasonable accommodation.
- 6.3.10. Sign the Transitional Employment Plan if an MPP, or have his/her responsible MPP sign concurrence.

6.4. The Employee will:

- 6.4.1. Participate in the development, implementation and modification of transitional employment and reasonable accommodation plans.
- 6.4.2. Report to his/her supervisor or Disability Coordinator if asked to perform something beyond their capability in transitional employment.
- 6.4.3. Sign and adhere to the transitional employment plan.
- 6.4.4. Only work under a return-to-work accommodation within the prescribed restrictions and limitations.

7.0. PROCEDURES:

- 7.1. *Report Injury* - To ensure that proper medical treatment and referral to the campus medical provider is accomplished, a supervisor or his/her designee shall report all injuries/illnesses immediately to the Disability Coordinator. Complete the Supervisor's Report of Occupational Injury or Illness form (Appendix 8.3).
- 7.2. *Transport Employee for Medical Care* - Whenever possible, the supervisor or his/her designee should offer to transport or accompany the injured/ill employee to receive medical attention. The employee shall receive the highest level of treatment possible and following treatment the supervisor or his/her designee should confer with the physician and employee to ascertain whether the treating physician is willing to return the injured employee immediately to regular or modified duty. If so, the supervisor or designee will facilitate the return to work at that time. The

Activity Analysis (see Appendix 8.1) shall be used in determining what tasks or duties can be accommodated.

- 7.3. *Maintain Contact and Communication with Injured Employee* - If the employee is unable to return to work quickly, the supervisor or designee should arrange for regular contact with the injured/ill employee using the Supervisor Guidelines-Contact with Injured/Ill Employees (see Appendix 8.5).
- 7.4. *Transitional Employment Team Review* – Whenever necessary the Transitional Employment Team shall schedule the supervisor and the employee for a meeting to develop a Transitional Employment Plan.
- 7.5. *Monitor the Transitional Employment Plan* - The Transitional Employment Plan shall be progressive in nature, being revised to reflect the employee's progress towards 100% normal job duties. The plan shall be reviewed on a monthly basis in Transitional Management Team meetings, wherein the duties should be changed consistent with changes in the employee's release and physical capabilities as provided by the treating physician.
- 7.6. *Removal of Employee from Transitional Employment* - It is the supervisor, employee, and the Transitional Management Team's ultimate objective to return an injured/ill employee to full active duty in the most expedient time possible. Every step in the transitional employment process should be measured against this desired outcome. In the event an employee will clearly be unable to return to regular employment as a result of the severity and permanence of the injury or illness, they shall be referred to the appropriate alternative resources.
- 7.7. *Department accommodation of Restriction(s)/limitation(s)* – Upon the supervisor's approval of the request for modified/limited duties, the supervisor will provide the disability coordinator with written documentation of said approval.

#### 8.0 EXCEPTIONS:

The procedures outlined herein will be partly or wholly modified in certain situations.

#### 9.0 APPENDICES:

- 9.1. Activity Analysis form.
- 9.2. Supervisor Checklist.
- 9.3. Supervisor's Report of Occupational Injury or Illness form.
- 9.4. Transitional Employment Plan and Transitional Employment Tracking form.
- 9.5. Supervisor Guidelines - Contact with Injured/Ill Employees.