

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM

RETURN TO WORK/MODIFIED WORK POLICY

DATE: January 01, 2001

1. POLICY

This policy applies to all employees of The University of Texas of the Permian Basin. When feasible, UT Permian Basin will assist employees temporarily restricted from performing their regularly assigned duties (as determined by their physician) by modifying their work assignments for a limited period of time or until they are able to resume their regular duties. UT Permian Basin will help employees, unable to resume their regular duties, to transfer to a position suited to their capabilities, if such a position exists.

2. PURPOSE

To establish guidelines by which UT Permian Basin provides return to work/modified work for employees with injuries and/or illnesses in order that the employee may return to work.

3. PROCEDURES

a. Involving attending physician:

Designated personnel will inform the injured/ill employee's attending physician about the University's commitment to rehabilitation and return-to-work policies and procedures. The employee's physician shall determine and describe in writing to UT Permian Basin, temporary restrictions to the employee's work duties.

b. Evaluating the injured/ill employee:

The employee's physician shall submit written documentation that will be used to determine the employee's ability to return to work in a modified capacity. An informal meeting will be scheduled with an Office of Human Resources representative and the employee's supervisor to discuss the limitations and the possibility of the employee returning to work temporarily in a modified capacity.

Employees with an injury/illness that require lost time of seven (7) days or less will not require a formal written work agreement. If the treating physician recommends a return to work on modified duty for seven (7) days or less, the Office of Human Resources representative will contact the employee's supervisor to arrange a possible return to work.

c. Modified Duty Work Agreement:

The injured/ill employee, and the employee's supervisor, will sign a written work agreement, which the employee will follow while working in a modified capacity at

UT Permian Basin. The employee's attending physician must approve the work agreement before the employee may return to work. The work agreement will be valid for a period of three (3) months with a possible extension. Wages will be at the entry level for that assigned position, but not less than 75% of the employee's current wages, whichever is higher. If the treating physician deems the employee capable of full release earlier than expected, the written work agreement will be voided.

If the employee's department is unable to accommodate the employee performing modified duties, then the Office of Human Resources will explore other possibilities in other departments. If a work agreement is signed with another department, the employee's department will be responsible for paying the employee's prevailing wage while he/she works the temporary assignment in the other department.

d. Extended/Permanent Disability:

When the modified duty assignment ends and the employee is not released by the attending physician to return to regular assigned duties, the employee may apply for a vacant position in another department consistent with the employee's physical capabilities.

If the modified duty assignment ends and the employee is not released by the treating physician to return to his/her regular duties, UT Permian Basin will make reasonable accommodations to continue the individual's employment at the University or consider the employee's application for disability. The decision will be made on a case-by-case basis depending on the specific circumstances.

e. Refusing employment offers:

Employees who refuse a bona fide job offer, as set forth in this policy will be subject to disciplinary action up to and including termination.