

Supplement to CD 2.04 – Temporary Restricted Duty (TRD) Policy

TRD FILING GUIDE

The purpose of this guide is to provide employees with a clear process for applying for a TRD assignment.

STEP 1:

An injured employee should immediately notify their supervisor or departmental designee once their healthcare provider has released them to any type of modified or restricted work.

STEP 2:

Supervisor or departmental designee will contact the Human Resource (HR) Representative to obtain a Duty Status Assessment (DSA) form and a current employee job description.

STEP 3:

Supervisor or departmental designee will provide DSA and job description to employee and inform him/her to submit the documents to his/her healthcare provider for completion and return to HR.

STEP 4:

Employee should submit completed DSA to HR.

STEP 5:

HR will review DSA documentation and contact Supervisor or departmental designee.

If approved, HR will determine, along with Supervisor, if TRD assignment is available, and if so, HR will draft TRD memo informing employee of assignment and duration.

If not approved, employee will be notified as to the reason for denial.

EMPLOYEE RESPONSIBILITIES:

1. When approved for TRD assignment, report to work as scheduled.
2. Coordinate all doctor/therapy visits through the employee's TRD supervisor, if scheduled during working hours.
3. Accept assignments that are in accordance with the attending physician's limitations. Any refusal of assignment, which is within restrictions listed by the healthcare provider, is in violation of this policy.
4. Adhere to the restrictions defined by the physician on the DSA form and the provisions of the TRD Directive and this Guide.

5. Provide documentation from the attending healthcare provider as requested by the department director/designee and/or HR.
6. Failure to adhere to the provisions of the TRD Directive and this Guide may result in the loss of the TRD assignment.

SUPERVISOR RESPONSIBILITIES (Original or Temporary):

1. Ensure employee is adhering to work restrictions as defined by healthcare provider.
2. In conjunction with HR, provide employee in TRD assignment a Memo of Expectations (MOE) regarding the TRD assignment.
3. If applicable, ensure that the employee receives relevant safety training and protective equipment before beginning TRD assignment.
4. Monitor TRD personnel including, but not limited to, tracking hours worked, attendance, etc., as assigned.
5. Maintain temporary record of employee's performance during his/her TRD assignment and provide a written TRD Assignment Evaluation to employee and his/her original supervisor upon completion of TRD assignment.
6. Ensure Personnel Action Form (PA) is entered in a timely manner for all ending TRD assignments.