

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Transitional Work Program  
Procedure 3-38 (I)  
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Effective Date: October 1, 004

**TRANSITIONAL WORK PROGRAM (TWP)**

1. Employee sustains an injury or illness that prevents them from performing their regular job.
  - a. For work-related injuries:
    - i. Employee reports the injury promptly to the supervisor on duty, following the Columbus State Community College employee accident reporting procedure.
    - ii. The Human Resources Department processes Worker's Compensation claim. The Transitional Work Program (TWP) Coordinator will forward a Transitional Work Program informational package to the employee upon receipt of an accident report where the injury/illness requires the employee to see medical treatment.
  - b. For other injuries/illnesses:
    - i. The TWP Coordinator is notified of a request for an extended absence for medical reasons.
2. The TWP Coordinator will forward the job analysis (when necessary) and position description to the employee's attending physician in order to determine which duties the employee is able to perform safely.
3. The attending physician will be asked to review the job analysis (when necessary) and provide restrictions for the employee and a date when the employee may return to work.
4. The TWP Coordinator reviews the attending physician's report in order to determine whether the employee will be able to participate in the Transitional Work Program.
5. The TWP Coordinator or designee will coordinate the transitional work assignment (work schedule, type of position duties, process to original job duties, etc.) with the attending physician, employee, and the immediate supervisor.
6. An employee who enters the Transitional Work Program will be assigned to either:
  - a. Their original job, with modified duties and or hours (or)
  - b. Other duties or schedule deemed appropriate by physician

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7. The employee's transitional work progress will be reviewed by both the supervisor and TWP Coordinator during the transitional work assignment. Medical progress will be monitored by attending physician and/or rehabilitation specialist, if applicable. This will assist in determining whether the employee has progressed as expected.
8. Tasks and duties associated with an employee's transitional work may change as the treatment plan progresses and the physician gradually eases the restrictions required for the employee to safely return to original duties/job.
9. At the conclusion of the TWP, the final evaluation of the transitional work assignment shall be performed by the TWP Coordinator and the supervisor in consultation with the attending physician.
10. The physician shall sign an official return to work release with no restrictions.