

POLICIES AND PROCEDURES

SUBJECT: RETURN TO WORK

POLICY NO: 782

PURPOSE:

To ensure that an employee who has been released by their treating physician to return-towork in a timely manner and individually assessed through a good faith interactive exchange of information to locate a suitable position via an effective accommodation that will enable the employee to perform the essential functions of their job.

POLICY:

Timely efforts shall be made to find a suitable position for an employee released by their treating physician to return to work with work restrictions or modifications resulting from an injury/illness. A good faith interactive exchange of information between DHS and the employee shall be utilized in an effort to locate a suitable position that will enable the employee to perform the essential functions of his/her job with or without an accommodation. The search for a suitable position shall not be restricted to the employee's current department or work location.

CROSS REFERENCE:

DHS Policy 782.1, Return-to-Work: Placement of Employee in Compatible Position

APPROVED BY: EFFECTIVE DATE: March 20, 2009

REVIEW

DATES: SUPERSEDES: August 16, 1978

PAGE 1 OF 1