

RETURN TO WORK PROGRAM

UCLA Medical Center

Santa Monica-UCLA Medical Center and Orthopaedic Hospital

Resnick Neuropsychiatric Hospital

Return to Work Program

Transitional return to work program for employees who are injured at work and able to perform modified work

Benefits to Employer

Reduces disability cost

Reduces disability durations

Aids in recovery and rehabilitation

Maintains employee productivity

Promotes speedy RTW

Benefits to Employee

Maintains full salary

Avoid disability lifestyle

Keeps employee connected to work place

Good for the employee's health & wellness

Maintains job skills

Work status

Department is responsible for their employee --

Require that the employee provide you with updated medical disability slips before allowing the employee to work and *throughout* the leave.

WHEN THE MEDICAL PROVIDER DETERMINES THAT THE EMPLOYEE HAS **TEMPORARY WORK RESTRICTIONS –**

OHF or Workers' Compensation Provider provides to the employee documentation of medical restrictions and the approximate duration

Employee immediately presents medical restrictions documentation to supervisor

Supervisor provides temporary transitional modified duty assignment compatible with medical restrictions for up to 90 calendar days

Employee should have restrictions updated by OHF or Workers' Compensation Provider within 45 calendar days or earlier if appropriate.

Should supervisor not have modified duties available, supervisor must contact the Return to Work Coordinators for placement elsewhere

Should the employee refuse the assignment all temporary disability payments may cease

If employee feels at any time that he/she cannot work due to the work-related injury, direct employee back to their Workers' Comp medical provider immediately to obtain medical certification of lost-time.

Enhanced program

Designated cost centers **and** a new payroll code to pay employee's salary while participating in transitional return to work program.

- Minimizes fiscal impact on individual department's
- Supports our injured employees in their effort to recover from their injury and return to full duty.

Separate cost centers

UCLA MC

Santa Monica-UCLA MC

Resnick NPH

HBS pay code

MDH – Modified Duty Workers' Comp

Who is eligible to use Cost Center/Paycode?

Open WC claim

Work restrictions are:

- Temporary AND
- Restrict one or more regular job duties (performed at least once weekly) and/or at least one essential function of the job AND
- Documented by Medical Provider with a start and end date to the work restrictions

Employees working in a modified assignment related to a non-work related injury or illness are not eligible to utilize these cost centers.

Contacts for Return to Work Program

Contact Health System HR Workers' Compensation/Return to Work coordinators to confirm employee meets eligibility criteria

Health System Human Resources 310 794 0500 or

Mark Briskie	mbriskie@mednet.ucla.edu	310 794 0525
Cynthia Vazquez	cvazquez@mednet.ucla.edu	310 794 0522
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Return to Work Coordinators

Mark Briskie

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Procedure

1. Determine if the employee **meets criteria**. Health System HR/Return to Work coordinators will provide requesting manager/supervisor with the cost center number.
2. Record the hours worked by the employee on HBS using pay code MDH 'Modified Duty Workers Comp' when the hours meet the above criteria for the dates indicated on the work status note
3. Perform 'Lookup' function for the cost center and charge the hours to the appropriate Modified Duty Cost Center
4. BOTH the pay code and the Cost Center must **be used together**

Other Important Information

Employees should be paid for the time at OHF/EH and/or the EMC (to complete the work shift.)

Charge hours to Home Cost Center

Employees must use SL for any time at off-site (non-OHF/EH or EMC) appointments, and for time taken for therapy, diagnostic appts

Charge hours to Home Cost Center

Employee may return to temporary work on a modified work schedule or modified duties at any time.

Charge actual Modified duty hours worked as 'Modified Duty Workers' Comp' and to the Return to Work Cost Center.

Employee works as Charge Nurse as temporary accommodation

Submit E&O to Hospital Payroll to request charge/lead difference for Mod Duty Workers' Comp hours. Charge to the Return to Work Cost Center

RTW Cost Center/Paycode Don't's

- **NO** non-productive hours (e.g. SL/VAC/HOL/COMP), REGULAR hours, extensive OT or other hours may be used in the modified duty cost centers.
- No MDH 'Modified Duty Workers' Comp' hours should be charged to any other CC than the Return to Work CC 427***/428***/434***
- If the work restrictions allow regular duty for a number of hours less than the regular work day **BUT** do not limit one or more regular job duties and/or at least one essential function of the job, then the hours worked by the employee should be charged as REGULAR hours worked to the employee's *HOME* cost center

RTW Cost Center/Paycode 'Do's'

- Confirm every pay period whether employee meets the criteria. Employee must provide manager/department with updated work status notes. Any hours which do not meet this criteria will have to be corrected by E&O submission.
- In the Return to Work CC 427***/428***/434*** ONLY the following pay codes may be used:
 - MDH – Modified Duty Workers Comp' – hours worked by employee which meet the criteria of restricting one or more regular job duties and/or at least one essential function of the job
 - SDF/SDW/NSD /Charge – shift differentials as appropriate if the hours worked meet the criteria as above
 - OT – on limited basis if the hours worked meet the criteria as above
- Review timesheets frequently (e.g. 1-2 times per week) while employee is working modified duty to ensure accuracy of hours recorded.

Link to Guidelines

Please refer to the Health System HR website for additional information

http://hr.uclahealth.org/workfiles/employee%20relations/return_to_work_cost_centers_guidelines.doc