



GSU Return-To-Work (RTW) Process

1. IRM receives WC notice that employee is released to return to work without restrictions. IRM directs employee to return to performance of regular duties.
2. IRM receives WC notice that employee is released to return to work with restrictions and reviews WC restrictions together with employee position description.
 - A. Restrictions do not limit full performance of employee's position (e.g. employee restricted from lifting more than 15 pounds but employee is an office manager with no lifting responsibilities). IRM should direct EE to return to performance of regular duties. End of Process.
 - B. Restrictions do limit full performance of employee's position (e.g. employee restricted from lifting more than 15lbs and her job involves lifting 30lbs).
 1. IRM sends the GSU RTW medical certification form (RTW Cert) to WC physician for completion and return.
 2. Upon return receipt of completed RTW Cert, IRM reviews the RTW Cert for sufficiency (is all requested information provided? Non-responsive answers will not be accepted).
 - A. Completed RTW Cert should be promptly forwarded by IRM to Benefits, together with the WC notice of release to return to work with restrictions.
 - B. Incomplete RTW Certs should be sent back to the WC physician for completion. In the event the WC Physician refuses to submit completed RTW Cert (all questions answered with responsive information), IRM should encourage WC physician to complete the RTW Cert and notify the employee to encourage the WC physician to complete the RTW Cert. If not successful and WC Physician will not complete the RTW Cert,

then RTW process stops because WC documentation does not give the information necessary to trigger an offer of RTW under BOR policy.

3. Benefits reviews completed RTW Cert and WC notice of release to return to work with restrictions.

A. RTW Cert indicates employee is expected to be able to return to regular duties (performance of essential functions of job with or without accommodations) within 90 days, then Benefits talks with employee and employee's supervisor to determine whether, considering employee's restrictions, employee could be returned to employee's regular position with temporarily modified duties or, if not, employee could be placed in a transitional position that (1) would not displace any current employee, (2) would be beneficial to both GSU and employee; and (3) for which the employee has the required knowledge, skills, and abilities. If modified regular duties or transitional positions are possible, then Benefits will prepare a Bona Fide Offer of Modified or Transitional Employment letter for the employee and a certification for signature by the WC physician.

B. RTW Med Cert indicates employee is not expected to be able to return to regular duties (performance of Essential Functions with or without accommodations) within 90 days. No modified regular duties or transitional positions will be offered, and Benefits will notify IRM of this determination.