

## **University of Central Florida**

### **Worker's Compensation**

#### **Return-to-Work Plan**

##### **Purpose:**

The purpose of the University's Return-to-Work Procedure is to return workers injured at UCF to employment at the earliest possible date following a work related injury or illness in accordance with Section 216.251(2)(b)2, Florida Statutes. The policy applies to all eligible workers and will be followed whenever appropriate.

##### **Policy:**

The University defines modified or alternate duty as temporary modified work assignments within the worker's physical abilities, knowledge and skills as described in the medical certification signed by the authorized attending physician. Where possible, alternate duty positions will be made available to injured workers to minimize or eliminate time lost. For any business reason, at any time, UCF may elect to change the position, work shift, location, etc. based on the needs of the University. The University will not guarantee an alternate duty position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement.

This procedure is not intended for employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family Medical Leave Act (FMLA). Inquiries about the ADA shall be directed to the Office of Nondiscrimination and Accommodations Compliance (ONAC) while FMLA inquiries shall be directed to Human Resources (HR).

If at any time the authorized attending physician states that the employee's work restrictions are permanent and the employee has reached Maximum Medical Improvement (MMI), the employee must request a Reasonable Accommodation under ADA.

##### **Applicability:**

The policy only applies to all employees who are on leave as a result of a work related injury or illness and who are receiving temporary partial disability benefit or temporary total disability benefit from the Florida Division of Risk Management.

In the event an employee refuses alternate duty assignment (outside the employees' FMLA benefits period) which is consistent with the medical restrictions, the University is not obligated to provide an additional alternative position. In such cases, the University will notify the Florida Division of Risk Management.

##### **Procedure:**

To obtain an alternate duty assignment, the employee must request from Human Resources (HR) a Return-to-Work Plan Form and a copy of the employee's Job Description Form. The Job Description Form must be provided to the attending physician for review when completing the DWC-25 Form.

If the attending physician releases the worker to return to work on modified duty, the completed Return to Work Plan Form and medical release or copy of the DWC-25 Form must be returned to HR within 24 hours following the medical treatment for assessment of alternate duty. The employee cannot return to work without the release of the attending physician.

The employee's department and HR will review the Return-to-Work Form and determine if an alternative duty assignment is appropriate and meets business needs. A transitional job description including physical requirements will be prepared for review and approval by the attending physician. Upon approval of an alternate duty assignment, The Return to Work Form shall be reviewed every 30 days. If after 90 days the employee is still unable to perform his/her normal duties, the department may elect to not offer an alternative duty assignment.

Alternate duty positions are developed based on the physical capability of the worker, the business needs of the University and availability of alternate duty work. The University of Central Florida will determine appropriate work hours, shifts, duration and locations of all work assignments. The University reserves the right to determine availability, appropriateness and continuation of all alternate duty assignments and job offers.

It is the responsibility of the employee to provide the Human Resources Workers' Compensation Representative with a current telephone number and address so the employee may be contacted. The employee must notify HR within 24 hours of any and all changes in medical conditions.

It is the responsibility of the worker and/or supervisor to immediately notify HR of any work-related injuries, if the employee is missing time from work or requires any changes to alternate duty work assignments. HR will communicate with the insurance carrier or attending physician as necessary.

Upon completion of Return-to-Work Plan Form and approval of alternate duty assignments, a copy of the form will be forwarded to the employee and supervisor. The Return-to-Work Form will note the start and end date of the alternate duty assignment. The employee will be asked to sign the bottom of the letter indicating acceptance or refusal of the job offer and to return the letter to HR.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must notify his/her supervisor immediately and provide the supervisor a copy of the new medical release.

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