

# Finding ways for you to work safely as you recover



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*It is your job to return to work as soon as possible.*

## Returning to work

If you are released to return to work with temporary medical restrictions, a determination will be made as to whether or not an accommodation can be provided that will allow you to return to your job of injury and perform the essential functions. If an accommodation cannot be made in your job of injury, we will attempt to assign you to temporary, alternative job tasks that are within the restrictions/limitations set by your medical provider. If it is determined that your medical restrictions are permanent, King County offers a Reassignment Program to assist you in finding other County employment.

## King County offers a Transitional Duty Program.

**There are two principal types of Transitional Duty.**

- 1 Restricted Duty.** Restricted Duty is a type of temporary work assignment in which employees perform work duties within their regular positions, but are restricted in the number of hours worked or the duties performed. If your medical provider approves your returning to work, we work with your department to review your job structure and determine if job modifications can be made.
- 2 Alternative Work Assignments.** Alternative Work is a type of temporary work assignment in which employees perform work duties outside of their regular jobs. We work with your department and other County departments to identify alternative job tasks to which you may be assigned. **If you are released to perform alternative work, please have your medical provider complete the Transitional Duty Job Analysis (TDJA) form, along with your Activity Prescription form.**

**Note:** You may also be released to **Phase-In/Gradual Return** in your job of injury. In this case, your medical provider will communicate a Return-To-Work Plan, releasing you to gradually increase your work hours until you resume working your regular schedule.

## Other options that can help you return to work:

- 1 Disability Services and Reasonable Accommodation.** If you have a medical condition/disability that impacts your ability to perform your job, King County's Disability Services Program can help provide services to get you back to work. Our Disability Services Specialists can facilitate reasonable accommodations – changes or adjustments to your job and/or the work environment – to enable you to perform the essential functions of your job. In addition to working with your medical provider to facilitate reasonable accommodations, Disability Services Specialists can provide other services to assist you; they can help coordinate employment placement services (i.e. gradual return, transitional duty, interdepartmental transfers, reassignment), and can also assist you with applying for disability benefits.
- 2 Reassignment Program.** Employees who can no longer perform their current jobs, with or without accommodation, may be eligible for King County's Reassignment Program (RAP). This six-month program provides priority job referrals to employees who are permanently restricted from returning to the jobs they held before their injury/illness. The RAP will provide you with non-promotional job placement services, until you are either placed in another position with King County, or have been in the program for six months. To be reassigned into a position, that position must be 1) non-promotional; 2) a position for which you meet or exceed the minimum qualifications; and 3) a position that you are able to perform with your medical restrictions, with or without accommodation.

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- 3 Vocational Rehabilitation.** If it is determined that you have permanent restrictions which prevent you from performing your current job, we may refer you to a vocational rehabilitation counselor for an assessment.