

BRYN MAWR COLLEGE
Policy and Procedure for Employees
Assigned to Restricted Duty due to Workplace Injuries

Purpose

When an employee is injured on the job, there may be a recovery period during which the

Accommodation of Medical Restrictions

The employee must notify their supervisor immediately of any absence or medical restrictions imposed by the examining panel physician. Upon learning of medical restrictions, the supervisor shall consult with the Environmental Health and Safety office (EHS) to assess whether the restrictions can be accommodated within the employee's regular position. Accommodation of medical restrictions within an employee's regular position is desirable when feasible.

If the employee's restrictions cannot be accommodated within the employee's regular position, the supervisor will endeavor to place the employee in an alternative position within the department, working with the department head and EHS.

If a medical restriction cannot be accommodated within a department, the department head shall advise EHS. Upon agreement, EHS shall attempt to find a temporary assignment in another department.

Assignment to an Alternate Department

If EHS identifies an available position in an alternate department, the employee and original supervisor shall be notified. The employee will be assigned to a temporary supervisor in the alternate department, and will be advised when and where to report.

The employee's wages will be paid by the original department while an employee is assigned to an alternate department.

Employees assigned to an alternate department shall adhere to the policies and practices of the alternate department for the duration of their assignment, as explained by their temporary supervisor. These include, but are not limited to the following:

- Time card use,
- Attendance (authorization for use of vacation, etc.),
- Attire,
- Break times,
- Safety and work rules,
- Attending staff meetings with the alternate department.

Employee Rights and Responsibilities While Working Under Medical Restrictions

The employee will retain their rate of pay when performing restricted duty.

The employee shall notify their regular and (if applicable) temporary supervisor(s) promptly of any change in status of their medical restrictions, as reported to them by their panel doctor.

The employee shall notify the supervisor to whom they currently report of scheduled medical appointments at least 48 hours in advance.

The employee will be paid for missed work time incurred due to travel to and attendance of injury-related medical appointments, including regularly scheduled, approved therapy. Hours used for this purpose shall be recorded as "WC" on time cards. The employee shall endeavor to schedule appointments outside of work hours, or at the beginning or end of the work shift to the extent feasible. When employees must leave work for a mid-day appointment, they are expected to return to work if time permits. EHS may schedule

The temporary supervisor shall include the employee in relevant activities of the department. The employee shall attend staff meetings and receive information from the College in the same manner as other employees in the department.

Responsibilities of Supervisors Whose Employees are Temporarily Assigned to Alternate Departments

Supervisors shall coordinate with temporary supervisors to obtain time card and attendance information for their employees assigned to alternate departments.

Supervisors shall retain responsibility for submitting their employees' time cards for each pay period.

Supervisors shall promptly forward College information/mailings (e.g., HR mailings) to their employees by providing such information/materials to the employee's temporary supervisor.

Revised 11/20/08 DA