



Title:	Providing Workers' Compensation and Transitional Work Assignments
Number:	601
Effective:	June 1, 2014
Cancel:	N/A
Reviewed:	December 1, 2020
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2014-05

POL-601 PROVIDING WORKERS' COMPENSATION AND TRANSITIONAL WORK ASSIGNMENTS

This policy applies to all Mason Transit Authority (MTA) employees as defined by Revised Code of Washington (RCW), Title 51. Transitional Work Assignments applies to all employees receiving compensation under RCW 51.32.090.

1.0 Purpose

Transitional Work Assignments (TWA) are short-term jobs for employees who temporarily can't work their normal position due to an injury or illness. These jobs give employees the chance to continue working, earn the same pay, and receive benefits while they heal.

MTA's TWA goal is to help employees heal and return to work as soon as possible. To effectively reach this goal, the department Manager and Human Resources Manager will work closely with each employee and their doctor to customize a job. This job must be within their physical limitations, as determined by their doctor. Jobs range from customer service work, to office help, to ride-a-route data collection.

2.0 Definitions

- 2.1 Injury** – is defined by RCW 51.08.100 as a “sudden and tangible happening of a traumatic nature, producing an immediate or prompt result, and occurring from without, and such physical conditions as result there from.”
- 2.2 Occupational Disease** – is defined by RCW 51.08.140 as a “disease or infection that arises naturally and proximately out of employment.”
- 2.3 Transitional Work Assignments** – A program for employees receiving workers' compensation who, by reason of their work-related injury or illness, are temporarily unable to return to their full duties but are capable of carrying out work that will allow them to transition to full duties.
- 2.4 Work-Related** – Occurring or arising while the worker is in the course of employment.



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3.0 Employees Receiving Workers' Compensation are Eligible for Transitional Work Assignments (TWA)

All employees receiving workers' compensation are eligible for the Transitional Work Assignment program.

The need for providing a TWA opportunity of a transitional nature is determined by a written statement of the workers' current capabilities from his or her attending physician.

Transitional Work Assignment opportunities:

- 5.1.1 May include restricted duties, restricted hours, duties outside of normal job duties that are within the employee's restrictions and further the work of the department and/or MTA, or combinations of the above.
- 5.1.2 Are identified and plans are then developed through collaboration among the employee, the attending physician, the department, the workers' compensation manager, and Administrative Services Manager; and
- 5.1.3 Are documented in a written modified job description, approved by the employee's attending physician and department manager and signed by the employee.

6.0 Transitional Work Assignment Opportunities are Limited and not Guaranteed

Each situation is unique and requires a viable match between the employee's temporary capabilities and the ability of the department and/or MTA to provide work, of benefit to MTA, within those capabilities.

Transitional Work Assignments opportunities:

- 6.1.1 Are temporary and limited to 66 working days or less in duration. This time limit may be extended by written agreement of the department, Administrative Services Manager, and the employee.
- 6.1.2 May be terminated at any time the department and/or MTA is unable to provide work due to changes in the employee's restrictions or the availability of the transitional duties;
- 6.1.3 May not exceed the duration of a temporary appointment; and



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6.1.4 Do not change the permanent status of the employee or the essential functions of the employee's position at the time of injury or illness. Status or essential functions may change due to other factors such as a reduction in force or a change in department or MTA processes.

7.0 Transitional Work Assignments may be Declined with Possible Consequences

The employee may decline to accept a Transitional Work Assignment. Refusal to accept an approved plan may result in termination of workers' compensation disability benefits.

8.0 Permanent Restrictions are Evaluated by Human Resources

The purpose of the Transitional Work Assignment program is to assist the employee in returning to the job of injury. An employee who receives permanent restrictions from their attending physician which preclude performance of the essential functions of the job is no longer eligible for the TWA program.

Permanent restrictions will be reviewed by Administrative Services Manager to determine if job modifications or disability accommodations can be made.