

Procedure Title:	Reinstatement and Reemployment of Injured Workers			
Procedure Number:	DHS-060-036-01	Version:	1.0	Effective Date: Upon Approval

Signature on File in the Office of the Chief Administrative Officer

08/01/2007

Approved By: *DHS Chief Administrative Officer*

Date Approved

DHS has adopted the Department of Administrative Services (DAS) policy 50.020.03. It is important that the full DAS policy is read. This document supplements the procedures found within the DAS policy.

Procedure

Step	Responsible Party	Action
1.	Injured worker	Supplement to DAS policy section (2)(a)(A): Demand for reinstatement or reemployment must be made in writing to the Office of Human Resources (OHR) and the demand must be accompanied by the attending physician's latest statement of work capacity restrictions.
2.	Injured worker	Supplement to DAS policy section (1)(e)(B) and (2)(a)(C)(iii): Once a demand for reinstatement or reemployment has been made, the injured worker must notify, within 10 days, the injured worker's OHR of changes in address, telephone number, return-to-work status or medical status, or if the injured worker participates in vocational assistance under ORS 656.340 or accepts an appointment outside of the Executive Branch of the State of Oregon or resigns or abandons employment.

3.	<p>Injured Worker</p> <p>Office of Human Resources</p>	<p>Supplement to DAS policy section (3)(f):</p> <p>The injured worker is expected to make demand according to the DAS policy.</p> <ul style="list-style-type: none"> • However, the DHS OHR will initiate a search for an available, suitable position in the absence of demand by the injured work when the attending physician has declared the injured worker to be medically stationary.
4.	Office of Human Resources	<p>Supplement to DAS policy section (2)(b)(B):</p> <p>The Human Resource Analyst will work with the injured worker and the OHR Human Services Building's Recruitment Unit to accomplish placement on the statewide injured worker list.</p>
5.	<p>Office of Human Resources</p> <p>Supervisor at injury</p>	<p>Supplement to DAS policy section (2)(b)(B)(viii):</p> <p>a) Only OHR in conjunction with the relevant safety office will provide other Executive Branch recruiting agencies with information on an injured worker's relevant work-related restrictions.</p> <p>b) The supervisor shall direct any calls relating to an injured worker's restrictions to the assigned Human Resource Analyst.</p>
6.	<p>Office of Human Resources</p> <p>Hiring supervisor</p>	<p>Supplement to DAS policy section (2)(c)(A) through (D):</p> <p>a) The OHR Recruitment Unit will send a hiring supervisor a list of State Executive Branch employees on the statewide injured worker list.</p> <p>b) Questions regarding whether a candidate meets the minimum qualifications shall be directed to the OHR Recruitment Unit or the SOCP/institution HR office.</p> <p>c) After checking with their assigned Human Resource Analyst, the DHS hiring supervisor shall offer the position to the injured worker who meets the minimum and special qualifications and has been on the list the longest.</p> <ol style="list-style-type: none"> 1. DHS, consistent with DAS Policy 40.065.01 "Trial Service Period" and applicable bargaining contracts, may establish a trial service period. <p>d) If an injured worker fails to respond to reasonable notice of an opportunity to interview or declines a job offer, the hiring supervisor shall notify the OHR Recruitment office.</p>

7.	Office of Human Resources	<p>Supplement to DAS policy (2)(c)(E) and (F):</p> <p>a) The OHR Recruitment Unit will notify the agency at injury if an injured worker accepts a position with DHS or fails to cooperate with DHS or follow the procedures outlined in the DAS policy for refusal of interviews or job offers.</p> <p>b) If an injured worker accepts a position on the statewide injured worker list that is lower salary range than the position at injury, OHR will:</p> <ol style="list-style-type: none"> 1. Retain the injured worker on lists for classifications higher than the accepted position but no higher than the pay range of the position at injury. 2. Remove the injured worker from lists for positions lower than the accepted position.
1.	Injured worker	<p>Supplement to DAS policy section (2)(a)(A):</p> <p>Demand for reinstatement or reemployment must be made in writing to OHR and the demand must be accompanied by the attending physician's latest statement of work capacity restrictions.</p>

Policy that applies:

[DHS-060-036: Return to Work – Employees Injured On-the-Job](#)

[DHS-080-002: Reinstatement and Reemployment of Injured Workers](#)

Form(s) that apply:

[DHS 6802: Physician's Report of Physical Condition](#)

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Procedure History:

- **Version 1.0:**
 - 09/25/2008 - Contact information amended.
 - 08/01/2007 – Initial Release (This portion of the policy was removed from DHS policy [DHS-080-002](#).)