

Number: AS-PT-06-010

Issue Date: 08/11/2006

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Return to Work of Employees Injured On-the-Job		
Policy/Rule Number(s):	DHS-080-002	Release No:	2.0
Effective Date:	Upon Approval	Expiration:	None
Reference:	See policy		
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_002.htm		

Discussion/Interpretation: This policy revision includes minor language changes and provides more specific statute and administrative rule references. Language changes have been implemented to address different return to work requirements between regular status and temporary or seasonal employees, as outlined in BOLI rules. The revised procedure now includes a requirement to contact the Office of Human Resources if an injured temporary state worker requires (modified) transitional work.

Implementation/Transition Instructions: No specific implementation requirements are imposed. Managers should read and understand the policy and procedures.

Training/Communication Plan: This policy transmittal provides formal announcement of the revisions. No specific formal training will be provided. As necessary, information will be incorporated into Workers' Compensation training for DHS Managers.

Local/Branch Action Required: Managers should read and understand the policy and procedures.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS safety staff, DHS safety policy external review group, HRSD, ONA, AFSCME, SEIU.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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