

**Number:** AS-PT-07-003

**Issue Date:** 05/17/2007

**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:	
Effective Date:	<b>Suspended May 10, 2007</b>	Expiration:	

**Discussion/Interpretation:** DHS is immediately suspending the above referenced policy and adopting two DAS policies: [50.020.03, Reinstatement and Reemployment of Injured Workers](#) and [50.020.05, Early Return to Work of Injured Workers](#). Interim to a full review, DHS is retaining steps 1-6 only of procedure [DHS-080-002-01, DHS Return to work of Employees Injured on the Job](#) relating to modified duty (early return to work) and reporting of absences. DHS specific procedures will be implemented as soon as possible as a supplement to the DAS procedures in the Reinstatement and Reemployment (50.020.03) policy.

**Implementation/Transition Instructions:** Discard copies of the DHS policy and procedure and begin using the DAS policies and the revised interim DHS procedure relating to modified work and reporting of absences. Office of Human Resources will notify employees with open claims that fall within the legal time frame for reinstatement and reemployment, of the change. Failure to follow the two DAS policies and the interim procedures for Early Return to Work (modified/transitional) could result in discipline up to and including termination from employment.

**Training/Communication Plan:** There is no training planned at this time. The need for training will be assessed when the supplemental procedures to the DAS Reinstatement and Reemployment policy have been written.

**Local/Branch Action Required:** 1) Discard copies of the DHS policy and procedure and begin using the DAS policies and the revised interim DHS procedure relating to modified work and reporting of absences. 2) Direct questions relating the Early Return to Work (modified/transitional) to your safety office. If an injured employee demands reinstatement or reemployment, or if you have questions regarding this policy, contact your Human Resource Analyst immediately.

**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:**

**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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