



KANSAS CITY AREA TRANSPORTATION AUTHORITY

1200 EAST 18TH STREET
KANSAS CITY, MO 64108
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TO: All Employees

FROM: Mark E. Huffer, General Manager

DATE: November 2, 2006

SUBJECT: Transitional Duty Program for Employees with Job-Related Injuries

As part of the Authority's ongoing efforts to create a safe and healthy workplace, we will begin implementing a transitional duty program on November 13, 2006, for employees with job compensable injuries. The objective of the transitional duty program is to transition injured employees from alternative assignments back to full, regular duty. The transitional assignment benefits both the Authority and the affected employee by getting the employee back to work sooner. The assignments may vary depending on department needs and the treating physician's work restrictions. The program will be limited to the amount of space and alternative work available.

The Loss Prevention Department will coordinate the program, working with the employee and departmental managers to place each employee in the appropriate transitional assignment.

Employees can find information on the Transitional Duty Program in section 1.39 of the labor contract and in the attached Transitional Assignment Policy. Further questions should be directed to Chad Stotler at 346-0277 or Darlene Arnett at 346-0241.

01. Purpose

The Transitional Assignment Program will transition injured employees from alternative assignments back to full, regular duty. The Kansas City Area Transportation Authority and affected employees recognize the benefits of expeditiously returning employees to work following a compensable work-related injury or illness or a non-work related injury or illness, as set forth hereafter.

02. Scope

This program applies to all KCATA employees who incur a compensable work-related injury or illness, or a non-work related injury or illness, and includes the involvement of supervisors, occupational health professionals, and workers' compensation representatives.

03. Applicability

KCATA will make the determination if employees are eligible for the Transitional Assignment Program based on doctor prescribed work restrictions and the availability of transitional duty assignments.

04. Attachments

Attachment A – Transitional Assignment Employee Check-In Form

Attachment B – Work Restrictions Letter of Acknowledgment

Attachment C – Transitional Duty Program Assignments

05. Definition of Terms

Transitional Assignment - Tasks suited to meet existing medical restrictions prescribed by the treating physician and consistent with Attachment C.

Work Restrictions - Restrictions due to a compensable work-related illness or injury or non-work related injury or illness.

06. Procedure

01. Employees with a work-related injury shall be examined by a KCATA approved physician and treated if necessary. All work related illnesses and injuries must be reported immediately by each KCATA employee to their immediate supervisor or dispatcher. The treating physician will identify work restrictions, if any, related to the injury. Transitional assignments shall be made to these employees in reverse seniority

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order; however, any such employee scheduled to return to full duty within seven (7) days of the availability of a transitional assignment may be bypassed.

02. If there are transitional assignments available after every eligible employee with a work-related injury has received one, and there are employees with non-work related-injuries or illnesses that would be eligible for a transitional assignment and have requested such assignment, the employer shall offer such employees available transitional assignments in seniority order.
03. The Loss Prevention and Control Department (LPC) will review job specifications in conjunction with the employee's department supervisors for transitional assignments that can be performed within the physician-assigned work restrictions.
04. If a Union employee's transitional duty assignment is work that is assigned to another Union position, the employee shall be paid the rate of pay for the position for which the work is assigned, unless that rate of pay is lower than the employee's regular rate of pay, in which case the employee shall receive his regular rate of pay while performing the work of another position.

For other work, including training and assisting in work that is normally assigned to a salaried position, employees will be paid at their current hourly rate/salary for hours they participate (up to 40 hours a week) in the Transitional Assignment Program.

Payroll deductions from an employee's paycheck will continue. Employees will not receive workers' compensation temporary total disability payments while working a full transitional assignment.

05. Once an employee is placed in the Transitional Assignment Program, the KCATA attendance policy is applicable to transitional work assignments, except that any employee who is unable to work as a result of receiving medical treatment shall not have any occurrences or penalty imposed as a result.
06. The transitional assignment will continue until medical restrictions change or become permanent. Placement in the Transitional Assignment program is a temporary measure and shall not exceed 90 days in duration. Employees whose work restrictions have been lifted by the treating physician will terminate their transitional assignment and return to their usual and customary position. If the injured employee has not returned to his/her usual and customary position by the end of 90 days, then the employee's participation in the Transitional Assignment Program will end unless extended by the KCATA under

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special and extraordinary circumstances. The extension will have to be approved by the employee's departmental director or designee. In no event will the transitional assignment last longer than six months.

07. The employee will report to the LPC Department before starting any transitional assignments. Work restrictions will be communicated to the usual and customary supervisor and the transitional assignment supervisor if applicable. The supervisor(s) will sign the Work Restrictions Letter of Acknowledgment.
08. The employee must sign a Letter of Acknowledgement indicating acceptance or refusal of the transitional assignment. Any refusal of a transitional assignment will be communicated to the workers' compensation third party administrator. The KCATA is not obligated to provide alternatives. Refusal of a transitional assignment may result in termination of workers' compensation benefits.
09. While on transitional assignment, employees will report to work adhering to the dress code of their usual and customary position unless instructed otherwise by the transitional duty supervisor.

07. Conditions on Availability of Transitional Assignments to Employees with Non-Work-Related Injuries or Illnesses

In order for an employee with a non-work-related injury or illness to be eligible for a transitional assignment, the following conditions must be met:

- .01 The employee must have been absent from work due to the non-work-related injury or illness for at least two (2) consecutive weeks.
- .02 The employee must not be scheduled to return to full duty within seven (7) days of the availability of a transitional assignment.
- .03 The employee must have exhausted all sick leave.

ATTACHMENT A
TRANSITIONAL ASSIGNMENT EMPLOYEE CHECK-IN FORM

Employee Name _____ Department _____

Transitional Assignment Start Date: _____

Employee Responsibilities

It is essential that the following procedures be met in order for the transitional assignment to be effective and beneficial. Please place your initials next to each applicable statement in the space provided.

1. _____ I understand that the current KCATA rules and regulations and discipline code applies to me during my transitional assignment(s). This includes but is not limited to attendance, personal conduct, substance abuse, and safety policies.
2. _____ I understand that absences from this transitional assignment program policy will be counted per the Attendance Policy, although there shall be no occurrence charged or penalty imposed as a consequence of appointments for medical treatment. I will notify my supervisor of medical appointments (i.e. physical therapy, physician appointment, etc.).
3. _____ I understand that all work assignments will be within my temporary work restrictions as prescribed by the treating physician.
4. _____ I understand that I will receive my regular hourly rate/salary for actual time worked. All usual and customary deductions from my paycheck will continue.
5. _____ I understand that I will not be receiving temporary total disability benefits while working a full 8-hour transitional assignment. (Employee working less than an 8-hour transitional assignment may still receive temporary partial disability benefits for the remaining hours up to 40 hours/week.)
6. _____ I will not accept a transitional assignment. I understand that by refusing this assignment I am forfeiting temporary total disability benefits.

I have read and understood these rules, regulations, and procedures for participation in the transitional assignment program.

Employee Signature

Date

Loss Prevention and Control Representative

Date

ATTACHMENT B
WORK RESTRICTIONS LETTER OF ACKNOWLEDGMENT

Name of Employee _____ Date _____

The treating physician prescribed the following work restrictions:

Restrictions	(Circle/check all that apply)
<input type="checkbox"/> May lift up to _____ lbs.	<input type="checkbox"/> No driving or operating of any vehicle, mobile equipment, or machinery
<input type="checkbox"/> May push/pull up to _____ lbs. with/without wheels	<input type="checkbox"/> No work at heights
<input type="checkbox"/> No/Limited use of the right/left arm/hand (circle all that apply)	<input type="checkbox"/> No work near moving machinery
<input type="checkbox"/> Keyboard work/repetitive hand movements limited to: _____ minutes per hr, _____ hrs per day	<input type="checkbox"/> No exposure to cold, heat, water dampness, chemicals, oil, solvents, paint, dust, welding, coolants (Circle appropriate restrictions)
<input type="checkbox"/> Rotate job tasks to avoid continuous or repetitive hand activity.	<input type="checkbox"/> Limited nonstop standing or walking to no more than _____
<input type="checkbox"/> Patient should work with the affected hand/arm/leg/foot in a brace/splint/cast (Circle all that apply)	<input type="checkbox"/> Limit nonstop sitting to no more than _____
<input type="checkbox"/> No lifting over <input type="checkbox"/> chest <input type="checkbox"/> shoulder <input type="checkbox"/> head or reaching with the <input type="checkbox"/> right <input type="checkbox"/> left arm	<input type="checkbox"/> Alternate sitting and standing as needed for pain control
<input type="checkbox"/> Wound must stay clean, dry and covered	<input type="checkbox"/> No repetitive bending or stooping
<input type="checkbox"/> Dressing changed daily _____	<input type="checkbox"/> No repetitive kneeling or squatting
<input type="checkbox"/> No working below <input type="checkbox"/> waist <input type="checkbox"/> mid-thigh <input type="checkbox"/> knee	<input type="checkbox"/> No climbing stairs, ladders, ramps (Circle all that apply)
<input type="checkbox"/> Should be sitting _____ % of time	Comments:
<input type="checkbox"/> No Use of _____	
<input type="checkbox"/> Other _____	

COPY PROVIDED TO EMPLOYEE:

Supervisor Signature (Transitional Assignment)

Date

ATTACHMENT C
TRANSITIONAL DUTY PROGRAM ASSIGNMENTS

Program Benefits:

- Allows injured employee to continue to be productive and to contribute.
- Maintains communications between injured employee and management.
- Reinforces KCATA's interest and concern for injured employee.
- Improves communications among ATA, employee and treating industrial physician.
- Reinforces desirable habit of working.
- Discourages malingering.
- Reduces disability associated with injury and its associated costs.
- Guarantees full replacement wages for injured employee by eliminating current practice of employee's use of accrued sick leave to offset replacement wage differential.

Transitional Duty Options – duties may vary depending on department needs and treating physician's work restrictions. The duties below are the duties to which injured or ill employees may be assigned:

Transitional Duty Options		
Training (Employee participates in training to enhance overall job knowledge and performance)	Intra-departmental (Employee remains in original dept. and works within restrictions)	Inter-departmental (Employee temporarily transfers to another department)
<ul style="list-style-type: none"> ▪ Refresher training - participate in new hire training ▪ Review manuals ▪ Video or computer-based training – customer service, working safely, sexual harassment, etc. ▪ Shadowing ▪ Bus simulator ▪ Microsoft products 	<ul style="list-style-type: none"> ▪ Mentoring junior employees ▪ Bus cleaning ▪ General office support ▪ Maintain inventory records ▪ Assist with special projects 	<ul style="list-style-type: none"> ▪ Assembling route books ▪ Rider ambassador – distribute info, answer questions on buses, at stops, transit centers, conventions, shuttle services, etc., assist 1st time passengers ▪ Surveys/tabulation of surveys ▪ Assist at ATA-related events. ▪ Assist call center – calls, e-trip planner. ▪ Passenger counts ▪ General office support ▪ Other similar duties