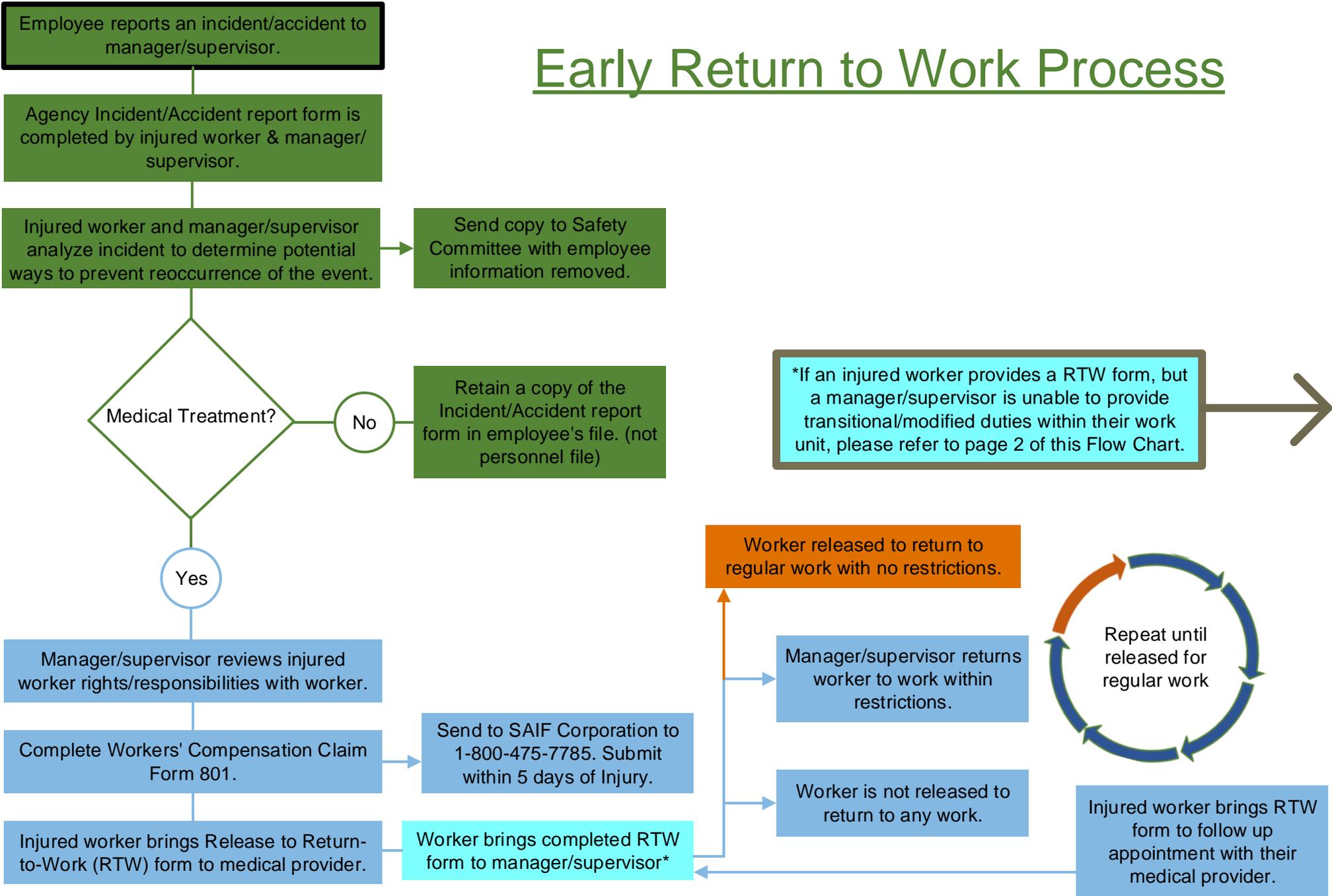


**\*Incident/Accident Occurs.**

# Early Return to Work Process



**Note:** Please refer to DAS policy Early Return to Work of Injured Workers (50-020-05) for additional requirements and review the States Record Retention Schedule requirements detailed in OAR 166.300-0010 through 166.300-0045 to determine how long to retain an employees Incident/Accident related documents.

\*If an injured worker provides a RTW form, but a manager/supervisor is unable to provide transitional/modified duties within their work unit.

The manager/supervisor works with agency Safety Manager, Workers' Compensation Manager, or Human Resources Office to determine if work may be available elsewhere within the agency.

Is suitable work available within another agency unit or program?

Yes

Complete Agency Internal Modified Agreement Form

Sending supervisor reassess transitional/modified duties every 30 days or upon receipt of a new RTW form. (refer back to page 1)

Complete an Intra-Agency Transitional Work Rotation Agreement form.

No

If no suitable agency work is available, agency Safety Manager, Workers' Compensation Manager, or Human Resources Office will work with DAS CHRO to solicit suitable and available work within another agency.

Is suitable work available within another agency?

Yes

No

Supervisor/manager reassess suitable work upon receipt of a new RTW Form. (refer back to page 1)

**Note:** Please consider whether or not your agency's funding sources will allow for this type of arrangement with another agency. (Ex. Federal grant requiring specific work to be completed by a specific agency for eligibility of reimbursement.)