



City of Pittsburgh
Operating Policies

Policy: Transitional Duty Employment – Workers’ Compensation Program	Original Date: December 29, 2003
	Revised Date: May 6, 2010

PURPOSE: To define the opportunities, procedures and limitations relating to transitional duty, an alternate work opportunity for individuals injured and disabled while on-the-job.

POLICY STATEMENT: Employees who are injured on-the-job and who are released by their physicians in a restricted capacity can return to work in a full-time or part-time transitional duty position if the department is able, based on operation needs, to accommodate that request.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

POLICY

When a City employee is injured on-the-job, it is always the hope of the City that the injured employee can and will return to his/her full time position held at the time of the injury. However, there are times when an injured employee is not medically able to immediately return to his/her full time position and requires additional time to recover to a full time capacity.

During this time, the City, based upon the operational needs of the department, may provide the injured employee with the opportunity to work in a transitional duty position for a period of time in order to fully recover from their injury.

Following is an explanation of how the transitional duty program works under the City's Workers' Compensation program:

1. Transitional duty will continue to be a part of the Workers' Compensation program for the City. Employees who are injured on-the-job and who are released by their physicians to hold a full-time transitional duty position will be able to do so, if the department is able, based on operation needs, to accommodate that request.
2. Full-time transitional duty positions will be limited to one (1) year duration. The City's Medical Director has indicated that the maximum medical improvement time following an on-the-job injury is generally one year. There are no extended long-term transitional duty positions. The maximum length of time that any injured employee may perform a full-time transitional duty position is for one year. The year will be counted from the date that the employee begins work in this transitional duty position following the date of his/her accident.
3. Employees on full-time transitional duty will be monitored for medical improvement. During the period that the employee is working in his/her transitional duty position, he/she will be required to be monitored by his/her physician at least once every three months to determine the medical need to continue working in a transitional duty status. Should medical necessity require the need to continue in the transitional duty capacity, and if the employee has not exceeded his/her one year in this capacity, the employee may continue to function in the transitional duty position based on the operational needs of the department for up to one year.
4. Following the completion of one year of service in the full-time transitional duty position, if the employee is medically unable to return to his/her full time regular position held prior to the injury, the employee will be sent home to receive Heart & Lung payments or Workers' Compensation payments under the City's Workers' Compensation program until such time as they could return to their regular full-time city position.
5. Part-time transitional duty – Following an on-the-job accident, the employee may be released by his/her physician to work in a transitional duty position for only a portion of the workday (any time less than the normal full-time workday). If the operational needs of the department can accommodate this request, the employee may be returned to work in his/her part-time transitional duty work status for a maximum period of thirty (30) days. This is 30 calendar days beginning on the first day that the employee works in the part-time transitional duty position.

6. Payment during part-time work – During the period of part-time transitional duty work, the City will pay the employee only for hours actually worked. For example, if the employee works four (4) hours per day, the City will pay the employee for four (4) hours per day. The City's third party administrator under the Workers' Compensation program will make the additional payment due to the employee.
7. 30-day time limit – If the employee is not released to work full time following the 30-day part-time transitional duty work, he/she will be sent home to receive Heart & Lung payments or Workers' Compensation payments under the City's Workers' Compensation program. The provisions of the transitional duty program do allow an injured employee to work 30 days under the part-time transitional duty assignment followed by one-year in a full-time transitional duty assignment.
8. Medical considerations – Under the new transitional duty regulations, the maximum duration of a full-time transitional duty assignment is one year and the maximum duration of a part-time transitional duty assignment is 30 days. However, individual medical recovery times may be considered when necessary. For example, if one additional week of transitional duty work is needed before an employee can return to his/her full-time pre-injury position, the Director of Personnel or a designated representative may authorize that additional week of transitional duty employment.