**Transitional Duty Checklist**

| **It is important to do these things:** | |
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| 🞎 | Know state law about returning an employee to work |
| 🞎 | Make sure all employees receive your workers’ compensation policy |
| 🞎 | Explain to employees their rights, roles, and responsibilities |
| 🞎 | Inform treating physicians about the company transitional duty for injured employees |
| 🞎 | Require treating physicians to approve transitional duty jobs or adaptations to fit job restrictions |
| 🞎 | Attend weekly face-to-face transition meetings with employee so you can see progress and determine problems |
| 🞎 | Continue therapy and treatment during transitional duty |
| 🞎 | Remind supervisors of employee’s physical limitations so they do not push the employee to exceed them |
| 🞎 | Identify transitional duty job creatively; visit worksites to find tasks similar to the employee’s existing job but adaptable to the employee’s physical exertion level |
| 🞎 | Use meaningful jobs; never use jobs that demean or demoralize the employee |
| 🞎 | Provide training for the employee’s new position if needed |
| 🞎 | Send transitional duty job offer letters by first class, certified mail or USPS priority mail with confirmation of receipt and include return, stamped envelope |
| 🞎 | Customize jobs so they can be restructured frequently to accommodate the employee’s increased capacity and reduced limitations |
| 🞎 | Make sure transitional duty positions are productive – not punitive |
| 🞎 | Have the employee’s doctor specify what the employee can do at work and at home so the employee also knows the restrictions during non-work hours |
| 🞎 | Do not violate union contracts |
| 🞎 | Pay at the same rate for transitional duty as the employee received in their regular position |
| 🞎 | Consider paying full earnings even if employee works partial hours temporarily to avoid paying lost wage benefits; advise TPA so they do not pay lost wages also |
| 🞎 | Obtain employee’s feedback about the transitional duty position; make sure they can safely perform the transitional duty job |
| 🞎 | Send the transitional duty job offer letter |