

Memorandum to: Vice Chancellors, Deans, Directors

Reference: LSUS Transitional Return to Work Program

Purpose: Per PM 70, it is the policy of LSUS to encourage employees injured on the job to return to work with limitations while they recover. This memorandum establishes procedures to accomplish this at LSU Shreveport.

1. The LSUS Risk Management Officer is designated as the RTW Coordinator. The RTW Coordinator is responsible for overall management of the RTW Plan on LSUS. The RTW Coordinator will maintain all required documentation on the Transitional RTW Program. The RTW Coordinator is the chair of the RTW Team.
2. The LSUS RTW team consists of the RTW Coordinator, supervisor of the injured employee, a representative from LSUS HR management, the ORM RTW Coordinator, and the TPA claim adjustor. The RTW Team will meet as required to plan and monitor all aspects of the RTW Plan. This includes, but is not limited to completion of transitional RTW plans, review job modifications, perform job tasking, comply with the transitional RTW requirement, oversee transitional RTW plans, and report transitional RTW program results.
3. Employee training on the Transitional RTW Policy will be conducted by the Risk Management Officer within 90 days of hire and once every 5 years thereafter.
4. Upon initial report of a work related accident/illness, LSUS will follow the steps outlined Appendix 1. The campus RTW Coordinator has overall responsibility for this process.
5. Questions concerning the LSUS Transitional Return to Duty procedures should be directed to the campus Risk management Officer in the Office of Human Resource Management.



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Transitional Return to Work

