



Return to Work Program

Purpose

The purpose of the Return-to-Work Program is to facilitate the safe and efficient reintegration of employees who have been absent due to injury, illness, or disability. This program aims to support employees in returning to their roles while ensuring compliance with legal obligations and promoting a supportive work environment.

Scope

This program applies to all employees of the Sacramento Transportation Authority (STA) who are returning to work after a period of absence due to medical reasons.

Policy

1. Objectives

- Provide a structured and supportive process for employees returning to work.
- Ensure compliance with the Americans with Disabilities Act (ADA) and other relevant laws.
- Promote a safe and healthy work environment.
- Reduce the duration of work absences and associated costs.

2. Responsibilities

Management:

- Oversee the implementation of the Return-to-Work Program.
- Ensure compliance with all legal requirements.
- Facilitate the interactive process with returning employees.

Supervisors:

- Identify suitable temporary or modified work assignments.
- Monitor the progress of employees returning to work.
- Communicate regularly with returning employees to address any concerns.

Human Resources (HR):

- Coordinate the interactive process with employees and relevant parties.
- Maintain records of accommodations and return-to-work plans.
- Provide training to supervisors on the Return-to-Work Program and the interactive process.

Employees:

- Participate actively in the interactive process.
- Communicate any concerns or limitations to their supervisor or HR.
- Adhere to the agreed-upon return-to-work plan and accommodations.

3. Return-to-Work Process

Step 1: Notification

- Employees must notify their supervisor or HR of their intent to return to work as soon as possible.
- Employees should provide relevant medical documentation indicating their ability to return to work and any restrictions.

Step 2: Medical Evaluation

- HR will review the medical documentation and, if necessary, consult with the employee's healthcare provider to understand their limitations and restrictions.
- HR will assess the essential functions of the employee's job to identify potential barriers.

Step 3: Interactive Process

- HR will initiate the interactive process, a collaborative dialogue between the employer and the employee to identify reasonable accommodations.
- This process includes:
 - Discussing the employee's medical condition and limitations.
 - Reviewing the essential job functions and identifying potential barriers.
 - Exploring and evaluating possible accommodations to enable the employee to perform their job.
 - Documenting the agreed-upon accommodations and return-to-work plan.

Step 4: Temporary or Modified Assignments

- Based on the interactive process, HR and the employee's supervisor will identify temporary or modified work assignments if needed.
- These assignments will be designed to accommodate the employee's restrictions while allowing them to contribute to the organization.

Step 5: Implementation and Monitoring

- The agreed-upon accommodations and return-to-work plan will be implemented.
- Supervisors will regularly monitor the employee's progress and effectiveness of the accommodations.
- HR will conduct follow-up meetings with the employee and supervisor to address any issues or necessary adjustments.

4. Accommodation Options

- Modifications to work schedules (e.g., reduced hours, flexible start/end times).
- Changes to work duties or temporary reassignment.
- Adjustments to workstations or equipment.
- Provision of assistive devices or technology.
- Allowing telecommuting or remote work arrangements.

5. Review and Adjustments

- The return-to-work plan and accommodations will be reviewed periodically to ensure they continue to meet the employee's needs.
- Adjustments will be made as necessary based on the employee's progress and any changes in their medical condition.

Enforcement

Failure to comply with this program may result in disciplinary action, up to and including termination of employment.



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Review and Revision

This program will be reviewed annually and revised as necessary to ensure it remains current and effective.

This Return-to-Work Program ensures that employees returning from medical leave are supported and that their transition back to work is managed in a safe and legally compliant manner.