

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

General Circular No. 001290

To: Heads of State Agencies and Human Resource Directors

Subject: Return-to-Work Policy For Classified Employees

Issue Date: July 9, 1997

This is to inform you that Senate Concurrent Resolution 50, authored by Senator Hainkel during the 1997 Regular Legislative Session, passed. It urges and requests the Department of Civil Service to develop, jointly with the Division of Administration and the Office of Risk Management, and implement a Return-To-Work policy for classified employees on Workers' Compensation or subject to the Americans with Disabilities Act (A.D.A.). The policy would entail returning injured or disabled workers back to work on light or limited duty. The goal of the resolution is to reduce workers' compensation expenses for the state, stating that it has been shown that when an employee returns to work with his or her pre-injury or pre-disability employer, the medical costs in a case drop dramatically.

Please be advised that the Department of Civil Service, in an effort to respond to this resolution, will generally approve, upon the request of an agency so affected, a detail to special duty (DSD), not to exceed six months, for an employee requiring light duty. Such a detail will generally be approved even if it is a downward detail (the employee's pay cannot be cut), or even if a double encumbering situation is necessary. Of course, an agency is never required to make such a request, however, when warranted, state agencies are most strongly encouraged to make use of this policy.

A maximum of six (6) months is proposed because this is the usual time required for an employee to remain on workers' compensation. No extensions of this type of detail shall be authorized. The reason for the detail must be clearly stated in the remarks section. Details to lateral and lower positions will generally receive rapid approval. Details to higher positions for this purpose will be allowed and approved on a case by case basis when adequately justified.

If you have any questions regarding this matter, please contact the Personnel Management Division at (504) 342-8274.

Sincerely,
Allen H. Reynolds
Director