



State Center Community College District
District Human Resources Office
1171 Fulton Street
Fresno, CA 93721

TO: All Workers' Compensation Benefit Eligible Employees **DATE:** June 28, 2019
FROM: Frances Garza, Benefits Coordinator
RE: Transitional Duty Program for Work-Related Injuries/Illnesses

Your health is very important to us. If you ever suffer an industrial injury or illness we want you to have a quick and full recovery.

State Center Community College District has implemented a Transitional Duty Program to return injured employees to transitional duty. The purpose of the program is to allow you to remain active while continuing the healing process and to assist you in maintaining your earnings should you be allowed to work with temporary work restrictions. You will be given the opportunity to play an active part in the decision-making process related to the design of a potential transitional duty position, and your medical confidentiality will be maintained throughout the process.

Transitional, also known as modified duty, assignments are temporary changes in your job or employment condition imposed by a medical doctor as a result of an industrial injury or illness that temporarily prevents you from performing all the tasks of your usual and customary occupation.

Transitional duty may include, among other modifications:

- Reduced or re-distributed hours
- Modification of job duties in your current position
- Working in an alternative assignment/position while on temporary restrictions

Participation in this program will be continually reviewed for program effectiveness and **the transitional duty assignment is not intended to exceed ninety (90) calendar days per injury**. Under no circumstances does this program intend to establish new assignments or displace other employees.

If a transitional duty position is available and you decline to participate in the Transitional Duty Program, your workers' compensation benefits could be affected.

Should you have any questions in regards to the Transitional Duty Program, please contact Frances Garza, Benefits Coordinator, at (559) 243-7100.