The background of the slide features a large, semi-transparent seal of the City of Houston, Texas. The seal is circular with a blue and gold color scheme. It contains the text "CITY OF HOUSTON" at the top and "TEXAS" at the bottom. In the center, there is a depiction of a building, likely the City Hall, with a star above it. The seal is surrounded by a decorative border.

Your Skills and Experience Are a Valuable Resource to Your Department and to the City of Houston. We Wish You an Expedited Recovery and Safe Return to Work.



**We Are Glad That You Have
Chosen to Take Advantage of
Our Transitional Duty Program.
We Believe This Is a Win, Win
Benefit for You and the City.**



What is Transitional Duty?

It's a program provided by the city to help recovering employees ease back into the workforce after they are determined to be medically able to safely perform essential work activities. Medical studies have found that employees returning to work, in some capacity, have a better opportunity of returning to their regular duty. The transitional duty position is a stepping stone to full recovery and not meant to be a permanent position.



The Following Should Be Completed No Later Than 48 Hours of Beginning Your Transitional Duty Assignment:

- A Bona Fide Offer of Employment (BFOE). The BFOE will confirm your acceptance of the transitional duty assignment. In addition, it will ensure compliance with your medical restrictions and department safety requirements.



CITY OF HOUSTON _____
Bill White
Mayor

DATE

Employee Name
Address
City, TX Zip

RE: Bona Fide Offer of Employment/Transitional Duty Assignment
Claim #

Dear,

This letter will serve as our offer of a Transitional Duty Assignment that meets the physical restrictions and/or limitations imposed by **TREATING PHYSICIAN**. I have attached a copy of the work status report from Dr. (NAME) upon which this offer is based. The Transitional Duty Assignment being offered to you will not exceed the limitations or restrictions stated in the attached work status report.

This position will begin (DATE) and continue for a possible (180) calendar days, which is the maximum number of days for transitional duty for the injury date (DATE), or until which time you are released by your doctor to full duty, or until the Transitional Duty Assignment is completed or conditions change. The Transitional Duty Assignment that you are being offered is (DUTIES). This position will not require you to exceed the limitations or restrictions as stated in the work status report.

The location of the employment that is offered to you is ADDRESS. You will be earning the same hourly and weekly rate of pay, \$ per hour and \$ per week. This job is for 40 hours per week or 8 hours per day, 5 days per week. We are asking that you report to work Monday through Friday at TIME each workday and work until TIME, with a one-hour lunch. You will report to SUPERVISOR or his designee.

During this Transitional Duty Assignment, you will be required to attend any and all medical appointments as prescribed by your treating physicians. You will be responsible for your own transportation to and from all medical appointments.

You will only be assign tasks that are consistent with your physical abilities, knowledge, and skills. In addition, we will provide training if necessary.

Should you accept this Transitional Duty Assignment, you will begin work on this date DATE.

If you have any questions during your assignment, please direct them to NAME at (713) 837-9XXX.

Sincerely,

Designated Departmental Representative

Employee Signature/ Date

Witness / Date

Witness / Date

cc: Adjuster, File

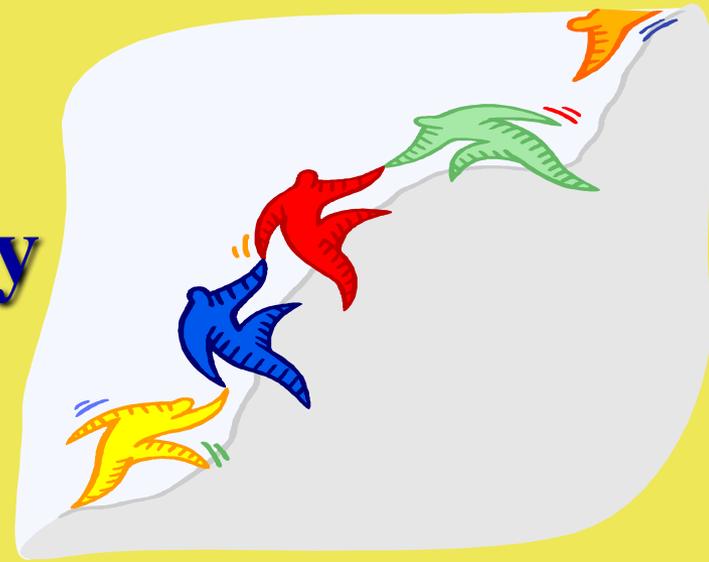
Council Members: Tori Lawrence Jarvis Johnson Anne Clutterbuck Ada Edwards Addie Wiseman M.J. Khan, P.E. Pam Holm Adrian Gary
Carol Alvarado Peter Brown Sue Lovell Shelley Sekula-Gibbs, M.D. Ronald C. Green Michael Berry Controller: Annise D. P



To assist you with your claim and recovery, the HR Risk Management Unit has partnered with your department. This team will ensure that your transitional duty assignment meets the restrictions set by your approved City of Houston and TDI medical provider. As a team, we will monitor your progress and make any changes, as necessary.



The Team Members Involved In Your Recovery Include:



- **Department Personnel**
- **Approved City of Houston & TDI
Medical Provider**
- **Adjuster**
- **Administrative Coordinators**





Reminder of Your Rights & Responsibilities:

- You must continue to cooperate with any ongoing investigation.
- You must contact your adjuster after every doctor's or treating doctor's referral visit (this does not include PT visits). If unable to reach your adjuster ensure that your message includes: current work status, treatment plan given by the doctor and the next office visit date.



Reminder of Your Rights & Responsibilities:



- Any change in your work status must immediately be communicated to your department representative, administrative coordinator and adjuster to ensure that the proper benefits are initiated or stopped. This will prevent overpayments causing hardship at time of mandatory reimbursement to the City.



Reminder of Your Rights & Responsibilities:



- You may have specific department policies and procedures to follow while working transitional duty. Contact your designated department representative for details.
- You may be required to attend safety classes while working transitional duty.



Reminder of Your Rights & Responsibilities:



- While working transitional duty, you are expected to refrain from participating in any injurious practices or activities that may delay your recovery and/or a return to work full duty; refrain from working at a second or outside job; refrain from strenuous activity (other than prescribed exercise or therapy); and do all within your power to do as directed by the treating physician to recuperate from the injury(ies).



How Long Can I Work in a Transitional Duty Assignment?



You may work in a transitional duty assignment for up to 90 calendar days from the date that you began your assignment.

Prior to the expiration of 90 calendar days from the date that you began your transitional duty assignment your department will review the effectiveness of your assignment through a medical questionnaire or other medical documents.



What Is a Medical Questionnaire?



- The medical questionnaire is a form which will be provided to you by your designated department representative.
- Your designated department representative will depend on you to submit the medical questionnaire to your approved City of Houston & TDI medical provider for timely completion.



What Happens Next???

Your Approved City Of Houston and TDI Medical Provider Determines That You Have Fully Recovered and Are Able to Return to Work Full Duty.



What Happens If You Haven't Shown Improvement after Working 90 Days of Transitional Duty...?



- **Your transitional duty assignment may be extended, in reasonable increments, based on the results of your medical questionnaire or any other medical documents provided.**
- **These extensions may not exceed 180 calendar days from the date that you began working your transitional duty assignment.**



What Happens If You Have Permanent Restrictions and Are Unable to Return to Work Regular Duty?



- **Your approved City Of Houston & TDI medical provider will determine if you have permanent restrictions resulting in your inability to return to work full duty.**
- **If this is established then you may be referred to the Workability Referral Program (WRP).**





What Is the Workability Referral Program?

The WRP is administered by the Selection Services Division of the HR Department. This division is responsible for coordinating and referring recovering employees for interviews and consideration of vacant City positions for permanent placement.



Your Responsibilities Upon Referral to the WRP or Other Potential Employment Opportunities:



- **Always cooperate fully and timely complete applications.**
- **Provide information, resumes and employment data.**
- **Attend interviews.**
- **Follow up on reasonable processing efforts.**



**The City of Houston Respects and Values
Its Employees.**

**Our Goal Is to Provide Quality Customer
Service to Our Injured Employees. Please
Provide Any Feedback to Your
Administrative Coordinator to Help Us
Improve Our Services.**

**Their Contact Information Can Be Found
in Your Summary Workability Guidelines
E.O. 1-33 (For Injured Employees)
Booklet.**

