

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 6020: Transitional Duty Program

6020.10 Employees of Carmichael Water District (District) are a critical part of its operation, and even if an employee becomes injured/ill, on or off the job, they remain a valuable part of the District's staff.

6020.20 A Transitional Duty Program (TDP) is a proven essential cost containment element in an overall risk management program. In conjunction with a well-implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible, while maintaining high morale and keeping costs to a minimum.

6020.30 It is the District's goal to bring an injured worker back to the job in a useful capacity as soon as possible. The District is looking at transitional duty from a positive point of view that its workers want to work. The District's employees must recognize that this program is set up as a benefit for them.

6020.40 If an employee is injured on the job, this program will be in place to assure that they get proper treatment for their injury. The program also looks at ways to bring the employee back to work as soon as the health care provider determines that they are ready. This may mean making temporary modifications to the job duties or work hours to accommodate their recovery. Co-workers may need to pick up some of the duties, but must know that each employee would be willing to do the same for them if they found themselves in the same position.