



City of Pittsburgh  
Operating Policies

<b>Policy: Return to Duty/Work Medical Examination Policy</b>	<b>Original Date: 9/1986</b>
	<b>Revised Date: 12/27/2012</b>

**PURPOSE:** To outline the specific procedures for employees returning to work that require a medical exam.

**POLICY STATEMENT:** Rule III, Section 10 of the Civil Service Commission requires that employees assigned to arduous or non-sedentary work as determined by the Civil Service Commission who have been absent for fifteen (15) or more calendar days because of an approved Leave of Absence, or due to a non-work related injury or illness, or because of a compensable work injury, OR who have been on an approved Military Leave including National Guard or Reserve Duty twenty (20) or more calendar days shall be required to take a medical examination prior to returning to work.

**POLICY**

**I. Return to Duty from a leave of absence and/or a non-work related illness or injury**

1. Prior to an employee's return to duty the employee must contact their departmental liaison and/or department Director to make arrangements for their return to work. This contact should be within one to two weeks prior to the anticipated return to work date.
2. The Department of Personnel and Civil Service Commission (PCSC) Employment Clerical Specialist 2 must be contacted by departmental liaisons to schedule all Return to Duty (RTD) medical examinations with the City's Civil Service Physician.
3. If the employee was absent due to a leave of absence and/or a medical condition of their own and are now cleared to full duty, a treating physician's release form must be obtained and the original release form should be taken by the employee to the Return to Duty (RTD) examination at Mercy OccuNet. The release should contain the following information:

- a) The period of time the employee has been under this physician's care.
- b) A statement that the employee is now physically able to return to the full and regular duties of the employee's specific job title and the official "release date".

NOTE: An employee who was on a leave of absence not due to a medical condition of their own does not require a release form from a physician.

- 4. The PCSC Employment Clerical Specialist 2 will schedule a RTD examination with Mercy OccuNet and inform the departmental liaison of the appointment date and time. The departmental liaison will ensure that the employee is aware of the appointment. The employee will not be authorized to return to work before the appointment occurs and the results are reported.
- 5. The time spent by the employee at the RTD examination is compensable time so the time at the RTD exam will count as one hour of work. This time should be counted even if the employee fails the RTD exam.
- 6. The results of the RTD examination will be reported to the PCSC Employment Clerical Specialist 2 in the following manner:
  - a) If the employee passes the RTD examination and is approved to return to work, the employee is to work as scheduled by their department head. Mercy OccuNet will give the employee a copy of the Authorization Release form which the employee should turn in to their Department Head/liaison. The PCSC Employment Clerical Specialist 2 will call, fax, or email confirmation to the department. If the RTD is the result of a non-work related injury or illness the PCSC Employment Clerical Specialist 2 will give the Authorization Form to the PCSC Employee Leaves Program Coordinator.
  - b) If the employee does not pass the RTD examination, the employee will be so informed at the conclusion of the RTD examination, and the PCSC Employment Clerical Specialist 2 will notify either the department liaison by telephone/email. A confirming letter is then sent to the department head, stating that the employee failed the RTD examination to return to work. Please note that, except for the one hour of time spent at the RTD exam as discussed in point (4), above, the Department of Personnel will not certify the payroll for hours worked by an employee who 1) has failed the required return to duty examination, or 2) has returned to work prior to taking (and passing) the required RTD examination.
  - c) The PCSC Employment Clerical Specialist 2 will also inform the Personnel Employment Manager when an employee is not

cleared to return to work. The Employment Manager will discuss the case specifics with the Personnel Director to determine what (if any) further course of action is required.

- d) The PCSC Employment Clerical Specialist 2 will also supply the Personnel Employee Leaves Coordinator with a daily RTD Schedule to determine if any of the employees scheduled are on an official Leave of Absence. If so, the Employee Leaves Coordinator will track the appointment and results.

## **II. Return to Duty from a compensable work injury**

1. The Department of Personnel and Civil Service Commission (PCSC) Employment Clerical Specialist 2 must be contacted by the City's Workers' Compensation third party administrator to schedule all Return to Duty (RTD) medical examinations.
  - a) For Workers' Compensation cases only, a Claims Adjuster is notified by the treating physician that the employee has been released to full duty. The Claims Adjuster will complete the top portion of the "Request for Physical Exam" form and email/fax this to the PCSC Employment Clerical Specialist 2.
2. If the employee was absent due to a medical condition (of their own) whether work related or not or who have been on a workers' compensation transitional duty assignment and are now cleared to full duty, a treating physician's release form must be obtained and faxed to the PCSC Employment Clerical Specialist 2. The original release form should be taken by the employee to the Return to Duty (RTD) examination at Mercy OccuNet. The release should contain the following information:
  - a) The period of time the employee has been under this physician's care and/or the date of any work related injury.
  - b) The diagnosis (the employee's condition) and a statement that the employee has been physically unable to work during this period of absence.
  - c) A statement that the employee is now physically able to return to the full and regular duties of the employee's specific job title and the official "release date".
3. The PCSC Employment Clerical Specialist 2 will schedule a RTD examination with Mercy OccuNet and inform the Workers' Compensation Administrator of the appointment date and time. The Workers' Compensation Administrator will ensure that the employee is aware of the appointment. The employee will not be authorized to return to work before the appointment occurs and the results are reported.

4. The time spent by the employee at the RTD examination is compensable time so the time at the RTD exam will count as one hour of work. This time should be counted even if the employee fails the RTD exam.
5. The results of the RTD examination will be reported to the PCSC Employment Clerical Specialist 2 in the following manner:
  - a) If the employee passes the RTD examination and is approved to return to work, the employee is to work as scheduled by their department head. Mercy OccuNet will give the employee a copy of the Authorization Release form which the employee should turn in to their Department Head/liaison. The PCSC Employment Clerical Specialist 2 will call, fax, or email confirmation to the department and/or City's Workers' Compensation third party administrator.
  - b) If the employee does not pass the RTD examination, the employee will be so informed at the conclusion of the RTD examination, and the PCSC Employment Clerical Specialist 2 will notify either the department liaison and/or the City's Workers' Compensation third party administrator liaison by telephone/email. A confirming letter is then sent to the department head, stating that the employee failed the RTD examination to return to work. Please note that, except for the one hour of time spent at the RTD exam as discussed in point (4), above, the Department of Personnel will not certify the payroll for hours worked by an employee who 1) has failed the required return to duty examination, or 2) has returned to work prior to taking (and passing) the required RTD examination.
  - c) The PCSC Employment Clerical Specialist 2 will also inform the Personnel Employment Manager when an employee is not cleared to return to work. The Employment Manager will discuss the case specifics with the Personnel Director and/or the Personnel Assistant Director in charge of Workers' Compensation (if applicable) to determine what (if any) further course of action is required.

### **III. Return to Duty from an approved Military Leave**

1. Prior to an employee's return to duty the employee must contact their departmental liaison and/or department Director to make arrangements for their return to work. When possible, this contact should be within one to two weeks prior to the anticipated return to work date.
2. The Department of Personnel and Civil Service Commission (PCSC) Employment Clerical Specialist 2 must be contacted by departmental liaisons.

3. The PCSC Employment Clerical Specialist 2 will schedule a RTD examination with Mercy OccuNet and inform the departmental liaison of the appointment date and time. The departmental liaison will ensure that the employee is aware of the appointment. The employee will not be authorized to return to work before the appointment occurs and the results are reported.
4. The time spent by the employee at the RTD examination is compensable time so the time at the RTD exam will count as one hour of work. This time should be counted even if the employee fails the RTD exam.
5. The results of the RTD examination will be reported to the PCSC Employment Clerical Specialist 2 in the following manner:
  - a) If the employee passes the RTD examination and is approved to return to work, the employee is to work as scheduled by their department head. Mercy OccuNet will give the employee a copy of the Authorization Release form which the employee should turn in to their Department Head/liaison. The PCSC Employment Clerical Specialist 2 will call, fax, or email confirmation to the department.
  - b) If the employee does not pass the RTD examination, the employee will be so informed at the conclusion of the RTD examination, and the PCSC Employment Clerical Specialist 2 will notify the department liaison by telephone/email. A confirming letter is then sent to the department head, stating that the employee failed the RTD examination to return to work. Please note that, except for the one hour of time spent at the RTD exam as discussed in point (3), above, the Department of Personnel will not certify the payroll for hours worked by an employee who 1) has failed the required return to duty examination, or 2) has returned to work prior to taking (and passing) the required RTD examination.
  - c) The PCSC Employment Clerical Specialist 2 will also inform the Personnel Employment Manager when an employee is not cleared to return to work. The Employment Manager will discuss the case specifics with the Personnel Director to determine what (if any) further course of action is required.