

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety and Risk Management
AREA: Risk Management

Number: 06.05.02

SUBJECT: Return-to-Work Program
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I. PURPOSE AND SCOPE

This document encourages employees to return to work promptly following a work-related injury or illness. If an employee is able to work, but is unable to return to his or her regular duties, this document provides methods by which the employee may request to return to work in a modified or alternative assignment.

II. POLICY STATEMENT

The University of Houston provides a return-to-work program for work-related injuries or illnesses as the means to return employees to meaningful, productive employment following injury or illness. To provide the highest level of quality service to the citizens of Texas, it is necessary for every employee of the university to be available for work, ready, and capable of performing the duties and responsibilities for which the employee was hired.

III. DEFINITIONS

Definitions of terms used in this document may be found in MAPP 06.01.01 and MAPP 06.05.01.

IV. GENERAL PROVISIONS

- A. The ~~Environmental Health~~**Safety** and Risk Management Claims Coordinator administers the university return- to- work program.
- B. ~~Human Resources approves all return-to-work decisions made within the context of this document. The~~ **employee's** ~~Departmental~~ **S**upervisor, ~~Transitional~~ **D**epartmental **S**upervisor and the **C**laims **C**oordinator recommend and approve the assignment of employees who have been placed on modified duty by their treating physician.
- C. The return-to-work program provides opportunities for any employee covered by workers' compensation insurance who sustains a compensable injury during the course and scope of employment, to return to work at full duty.

Good Procedures Manual For Admin Assistant

CH Cherryholmes



Good Procedures Manual For Admin Assistant:

The book delves into Good Procedures Manual For Admin Assistant. Good Procedures Manual For Admin Assistant is a crucial topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Good Procedures Manual For Admin Assistant, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Good Procedures Manual For Admin Assistant
 - Chapter 2: Essential Elements of Good Procedures Manual For Admin Assistant
 - Chapter 3: Good Procedures Manual For Admin Assistant in Everyday Life
 - Chapter 4: Good Procedures Manual For Admin Assistant in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Good Procedures Manual For Admin Assistant. This chapter will explore what Good Procedures Manual For Admin Assistant is, why Good Procedures Manual For Admin Assistant is vital, and how to effectively learn about Good Procedures Manual For Admin Assistant.
 3. In chapter 2, the author will delve into the foundational concepts of Good Procedures Manual For Admin Assistant. The second chapter will elucidate the essential principles that must be understood to grasp Good Procedures Manual For Admin Assistant in its entirety.
 4. In chapter 3, the author will examine the practical applications of Good Procedures Manual For Admin Assistant in daily life. This chapter will showcase real-world examples of how Good Procedures Manual For Admin Assistant can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Good Procedures Manual For Admin Assistant in specific contexts. The fourth chapter will explore how Good Procedures Manual For Admin Assistant is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Good Procedures Manual For Admin Assistant. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Good Procedures Manual For Admin Assistant.

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