

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

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:

Decoding **Good Procedures Manual For Admin Assistant**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Good Procedures Manual For Admin Assistant**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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