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Human Resources

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Work Restrictions/Modified Work Assessment

Human Resources must review the employee's work restrictions before the employee can return to work. The employee's physician will document any work restrictions or physical limitations on a status form or status report. Whenever an employee visits his/her physician for a work related injury, either for an initial injury or for follow-up appointments, a work status form or report must be faxed or delivered to Human Resources for review. Note: An injured worker must present a work status report/form to Human Resources before returning to work from a work-related injury/illness. An employee cannot return to work unless a work status report and any work restrictions are reviewed. Human Resources and the employee's supervisor will work together to determine if the employee's restrictions can or cannot be accommodated.

Modified Work Plans

If an employee's restrictions can be accommodated; Human resources and the employee's supervisor will develop a Modified Work Plan. Human Resources will offer the modified work plan to the employee. The supervisor must monitor the employee's work activities to ensure that he/she is working according to the doctor's restrictions.

Accommodating Restrictions

Human Resources along with the employee's supervisor will make adjustments to employee's work duties (if possible) according to the his/her restrictions. The ability to make accommodations will depend on the nature of the employee's job and the restrictions needed. If an employee's restrictions cannot be accommodated, the employee will not be allowed to return to work. An employee's restrictions will be re-assessed after each follow-up visit.