



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: September 27, 2022

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect October 1, 2022.

SUMMARY OF CHANGES

PRS.23.04 Return-to-Work Program

- Added that the six-week limit for an alternative work assignment may be extended under extenuating circumstances. An extension is allowed only if approved in writing by the director of human resources. Delaying a medical evaluation without good cause and failing to make a timely appointment for a medical evaluation are not considered extenuating circumstances.
- Revised the definition of alternative work assignment to include temporary duties and tasks *that have been modified* to allow the employee to work within the temporary activity restrictions identified on the DWC-073 form. This is in addition to temporary duties and tasks that do not require modification.
- Replaced the term *physician* with *health care provider*.
- Added that, after an employee accepts an alternative work assignment (AWA), the AWA supervisor:
 - meets with the employee to discuss the job duties and purpose of the AWA;
 - obtains the employee's signature on the HR-048 form (which describes the job duties); and
 - completes and signs the HR-048 form and returns it to the human resources administrator.
- Added that the human resources administrator enters or updates the assignment availability code in CAPPS to reflect the employee's availability for work.
- Removed wording that indicated employees who are performing AWAs are not in authorized, budgeted positions.