
Implementing Job Task Bank

Purpose of Job Task Bank:

Monterey County's Modified Alternative Work Program (MAWP) provides a system to offer appropriate modified or alternative temporary transitional work to employees who are unable to perform regular duties due to illness or injury. The Job Task Banks are an integral part of the MAWP. The Job Task Bank is a tool to assist departments in providing an employee productive employment following an injury or illness by providing a list of duties that can be offered to an injured worker.

Goal of Job Task Bank:

The goal of implementing Job Task Banks is to assist departments in assigning duties for a short term basis that provide opportunities for an employee to return to meaningful and productive employment. Job Task Bank assists departments in returning employees to work as soon as feasible within their current department or enables departments to temporarily transfer employees to another department to conduct job duties.

Providing as many opportunities for employees to return to work after an injury or illness allows workers to:

- ❖ Take a proactive approach in recovery time,
- ❖ Retain regular wages and benefits without depleting sick leave and/or vacation time,
- ❖ Maintain contact with co-workers and friends,
- ❖ Retain job skills,
- ❖ Minimize pain and suffering, and promote overall wellness.

The Job Task Bank assists the department in lowering worker's compensation costs as a result of employee's ability to continue working in a modified duty, and ultimately creates a proactive work environment.

Worker's Comp Coordinator with HR Analyst role in developing Job Task Bank

The Worker's Comp Coordinator and HR Analyst's role in developing Job Task Banks include the following:

- 1) Send Memo to Managers and Supervisors preferably from the Department Head regarding the Department's goal in enhancing the Early Return to Work Program by establishing job task banks.
- 2) Convene a meeting with identified managers and supervisors for the purpose of soliciting their assistance in developing job task bank list of duties for the jobs that are within the scope of their supervision. At this meeting instruct them on the purpose, process and timeline for developing the department's job task bank. Provide samples of job task inventories to assist managers and supervisors in providing appropriate format and duties for the development of the job task bank. Request and demonstrate how to compile a listing of alternate job duty tasks within the division. Provide a sample of Job Task Inventory.
- 3) Provide each manager and supervisor involved in developing the job task bank with a copy of the Return to Work (RTW) policy. Explain how the job task bank is incorporated in the RTW procedures.
- 4) Compile all job tasks submitted by managers and supervisors and clarify any gaps in reporting.
- 5) Forward Job Task bank list to Return to Work Coordinator in the Administration Department who will compile all departments' lists. The compiled data bank will provide opportunities for cross-departmental modified work duty assignments when an employee cannot be accommodated within their department.
- 6) Maintain job task bank within the department to use for modified work duty assignments and keep updated.
- 7) Submit any revisions or updates to the Return to Work Coordinator in the Administration Department.

Managers and Supervisor's role in developing Job Task Bank

Job Task Bank Objective:

The end result of creating a job task bank is to have a list of tasks from a variety of positions. The list should be a tool that can be utilized by a supervisor or manager when determining what to offer in a modified work duty assignment.

To create a Job Task Bank for the Department:

- 1) Meet with the Worker's Comp Coordinator and or the HR analyst to review Job Task Bank development procedures.
- 2) Make a list of tasks from a variety of positions. Include a description of the task. Resources that may be useful in making the list include: Job Specs, Sensory Requirements, observation of employees working and Restriction checklist. The restriction checklist indicates the types of limitations physicians typically designate when an employee is being considered for modified work duty. (see Restriction check list).
- 3) Add to the list any miscellaneous work tasks that are not getting done in the department.
- 4) Record the individual tasks with a description of that duty on the Job Task Inventory template (see sample).
- 5) Submit your completed Job Task Inventory list to the department's HR analyst.

Note: Use your experience with Worker's Comp to write up the tasks that could best be suited for an employee returning to work while on restrictions.

Steps for Utilizing the Job Task Bank

- 1) Provide injured employee with a copy of Modified Work Duty Activity form for the physician to complete. The form should be completed the same day of the medical appointment and returned to the department Worker's Comp Coordinator.
- 2) Review the restrictions indicated by the physician on the Modified Work Duty Activity form. The HR analyst and manager should select duties from the job task bank that will allow the employee to work within the designated restrictions.

Note: the job task duties can be selected from several different positions. Work assignments can be for as little as four hours per day. Partial accommodation is better than none.

- 3) If job tasks within the department are not available, the worker's comp coordinator can contact the Return to Work Coordinator in Administration Department to inquire about additional temporary job assignments in other departments.
- 4) Prepare a letter to offer Modified Work Assignment (see sample letter 1)
- 5) Supervisor reviews the work duties and collaborates with the employee for an agreement of the assignment. The employee and supervisor sign a Temporary Modified Work Assignment Agreement. (see sample 2-Temporary Modified Work Assignment)
- 6) Supervisor informs the employee that it is the employee's responsibility to notify of any changes in their condition to their supervisor and HR analyst.
- 7) The employee is to provide an updated Modified Work Activity form from each doctor's visit within 30-day periods.
- 8) If necessary a new Modified Work Assignment Agreement is updated and signed by the employee and supervisor if there are changes in the job duties per the physicians and or employees request.
- 9) Contact the Return to Work Coordinator in the Administrative Office with any challenges to implementing these procedures.