



UNION

C O L L E G E

MEDICAL, INJURY AND RETURN TO WORK PROGRAMS

QUESTIONS
ANSWERS
RESOURCES

Union College's philosophy for managing employee health-

Union College is focused on assisting all employees reach full recovery following illness or injury by providing timely and appropriate treatment with providers who are highly qualified, compassionate professionals specializing in hands on care whenever possible.

EllisWorks- The Center for Occupational Health combines medical expertise, occupational health services, and resources of Ellis Hospital into a comprehensive health program for Union College employees. **EllisWorks** ' focus is to provide Union College employees with the best quality care quickly and conveniently. Service is available 24 hours per day with Ellis Hospital personnel.

A Return to Work program (RTW) is designed to meet the goals of Union college.

Why do we need this program?

Injured or ill employees recover more quickly if they are able to maintain as close to normal routines as possible. Employees who are out of work may experience low self-esteem, lack of confidence, and feelings of isolation.

The Return to Work program provides the support of friends and co-workers and encourages the employee to recovery more quickly.

How does the program work?

The employee enters the program if lost time occurs and he or she is not able to perform regular work duties. The employee reports medical restrictions so that transitional assignments may be identified. The work capabilities documents are used to identify employee's task ability and is available through the supervisor, Return to Work coordinator, and/or your claims payor.

A transitional assignment is outlined and regularly reviewed (No less than every two weeks). This process continues until the employee is able to resume regular duty or until the end of the 90 day transitional duty period is reached.

Will the employee's medical condition be kept confidential?

Yes, only restrictions will be discussed with the supervisor.

What if the employee experiences problems while performing assigned duties?

The employee should advise his or her supervisor and/or designated contact person. The transitional work plan will be reviewed and the plan may be adjusted to address the employee's task ability.

What happens if an employee is unable to return to his or her regular job?

If an employee is unable to return to his or her regular position by the end of the transitional duty program period, the claims manager will work with the employee to explore employment options and other vocational services. Limited extensions based on the medical provider's recommendations may occur.

What resources are available?

To obtain medical treatment for injury or illness:

EllisWorks
D-wing
Ellis Hospital- Rosa Road entrance
518-243-4392

To report injury or illness with lost time beyond the date of injury or illness:

Human Resources
17 South Lane
Union College
Schenectady, New York 12308
(518) 388-6108
24 Hour Fax - (518) 388-6529
Hours of Operation: Monday – Friday /8:00 AM - 4:54 PM

Return to Work Program

George K. Schiller
Human Resources Information
and Systems Specialist
Union College
Human Resources
Phone (518) 388-6108
Fax: (518) 388-6529
E-Mail: schilleg@union.edu

Worker's Compensation benefit/pay questions:

George K. Schiller
Human Resources Information
and Systems Specialist
Union College
Human Resources
Phone (518) 388-6108
Fax: (518) 388-6529
E-Mail: schilleg@union.edu

Worker's Compensation claims questions:

PMA
Bonnie Kreis
1-800-329-6185
bonnie_kreis@pmagroup.com