



JUL 14 2009

July 13, 2009

Mr. William Burrus
President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Bill:

This is in further reference to the July 1 meeting concerning the National Reassessment Process-Phase 2-Limited Duty Process. The National Reassessment Process-Updates the union requested during that meeting are enclosed.

If you have any questions concerning this matter, please contact Victor Smith at (202) 268-5842.

Sincerely,

A handwritten signature in black ink, appearing to read "AS Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosure

**NATIONAL REASSESSMENT PROCESS (NRP)
PHASE 2 - LIMITED DUTY PROCESS
IMPLEMENTATION - OVERVIEW**

Responsible Team Member	Action	Description	Outcome
STEP 1 - HQ HRM Team Leader	Meet with Area and first selected District NRP teams	Train the Area Assessment Teams on the Phase 2 Limited Duty Process	Area and District NRP teams will be prepared to initiate implementation of the NRP Phase 2 Limited Duty process
STEP 2 - HQ's and Area NRP Team	Meet with District Senior Leadership	To introduce and initiate NRP Phase 2 Limited Duty and to confirm full Leadership and District Assessment Team support	District Senior Management will have been briefed on NRP Phase 2 Limited Duty process
STEP 3 - District Senior Management and designated DAT members	Schedule and hold a meeting with representatives of all unions and management organizations in the district	To inform the groups about the NRP Phase 2 Limited Duty process	All unions and management organizations will have been briefed on the NRP Phase 2 Limited Duty process
STEP 4 - Area HRM Team Leader, District HRM staff	Review the NRP workbook and Limited Duty employee Activity files	Update the NRP workbook and Activity files to ensure all Limited Duty employees are listed	NRP workbook will be prepared for Phase 2 Limited Duty implementation
STEP 5 - Area and District NRP Teams	Train District Management via MeetingPlace	Area and District teams will train management on their role in the process. District Management will be trained on the process and initial actions	District Management will be tasked with completing Initial Actions
STEP 6 - Area and District NRP Teams	DAT conducts Initial Actions and Area team commences review of the Initial Actions	District NRP Team will conduct all Initial Actions.	Managers and Supervisors will have completed Initial Actions and the DAT will take action on all Complete Day No Work determinations.

NRP Guide produced by the AFVO Human Relations Dept.
Susan M. Carney, Director

**NRP, Phase 2 – Limited Duty
Implementation
Step 1**

RESPONSIBLE TEAM MEMBER(S):

- Headquarters Health and Resource Management Team Leader

ACTION – Meet with the Area Team to present and train the team on all aspects of the NRP Phase 2 Limited Duty process.

Meeting Attendees: Area

- Health and Resource Management (HQ/AO))
- Operations (Area)
- Legal (Area)
- Labor Relations (Area)
- HRM Occupational Health (HQ/AO)
- EEO (HQ/AO)

Train the responsible Headquarters/Area domiciled, Area Team on the NRP Phase 2 Limited Duty process. An overview of the entire Phase 2 Limited Duty process will also be covered.

OUTCOME:

The HQ/AO, Area Team will be prepared to initiate the NRP Phase 2 Limited Duty process.

**NRP, Phase 2 – Limited Duty
Implementation
Step 2**

RESPONSIBLE TEAM MEMBER(S):

- HQ/AO domiciled and Area NRP Team

ACTION: Meet with Senior District Management and District Assessment Team

1. The purpose of this meeting is to initiate NRP Phase 2 Limited Duty and to confirm full District NRP team implementation.

- Cover the steps that will be taken during the NRP, Phase 2 Limited Duty process. Discuss the following:
 - Implementation
 - Work Status meetings
 - New Medical Documentation
New Injury
- Present the District Manager with the employee service talk and request that it be sent out to the field to be read and posted following the meeting with the unions (Implementation Step 3).

OUTCOME:

District Senior Management will have been briefed on NRP, Phase 2 Limited Duty process.

**NRP, Phase 2 – Limited Duty
Implementation
Step 3**

RESPONSIBLE TEAM MEMBER(S):

Area and District Office

- District Sr. Management
- Manager Health and Resource Management (HRM)
- HRM Team Leader
- Operations Team Leaders
- Manager Labor Relations

ACTION – Immediately conduct a meeting with representatives of all unions and management associations associated with the district. Area and District Labor Relations determines who to invite from the unions (NBA, Local Presidents, etc.)

The purpose of this meeting is to inform all unions that the NRP, Phase 2, Limited Duty is being initiated in the District.

- Provide a copy of Overviews to attendees.
- Provide a copy of the employee service talk to attendees.
- Notify attendees they will receive a copy of a list of employees included in this process once it has been established.

The list will include all employees currently working in a modified assignment with the exception of:

- MMI employees who are staying in their current bid position with modifications.
- MMI employees who have been reassessed, presented, and accepted a Rehabilitation assignment as a result of the NRP, Phase 2; Rehabilitation process.

OUTCOME:

All designated unions and management associations will have been briefed on the NRP, Phase 2, Limited Duty process.

**NRP, Phase 2 – Limited Duty
Implementation
Step 4**

RESPONSIBLE TEAM MEMBER(S):

- District Health and Resource Management staff
- HQ/AO HRM Team Leader

ACTION – Review NRP workbook and Activity files to ensure all Limited Duty (non-MMI) employees are listed.

1. Update the NRP workbook and ensure all non-MMI employees are listed on the Limited Duty worksheet.
2. Review the Activity files for all Limited Duty (non-MMI) employees to ensure they are complete and up-to-date.

OUTCOME:

The NRP workbook and Activity files will be prepared for NRP, Phase 2, Limited Duty implementation.

**NRP, Phase 2 – Limited Duty
Implementation
Step 5**

RESPONSIBLE TEAM MEMBER(S):

- Area NRP Team
- District Manager Human Resources

ACTION – The Manager of Human Resources at the District is responsible for ensuring the coordination for training of all DAT team members, Postmasters, Operations Managers, and designated Supervisors on all aspects of the NRP, Phase 2, Limited Duty process.

The training will be conducted by the HQ/AO, Area and District NRP team members via MeetingPlace.

Training sessions will last approximately one hour and will cover an overview of the NRP, Phase 2, Limited Duty process and discuss the following items;

- Implementation
- Work Status meetings
- New Medical / Injury

Purpose

This process must be applied to existing injured-on-duty employees: 1) where the treating physician has determined the restrictions to be temporary (Limited Duty); 2) where the employee has reached Maximum Medical Improvement (MMI) but the employee has not been reassessed during NRP, Phase 2 for the MMI/rehabilitation employees at this time.

Note: The NRP, Phase 2, Rehabilitation (MMI) activities must proceed forward concurrently with the NRP, Phase 2, Limited Duty activities.

Overview - Existing Modified Assignments (Limited Duty and Rehabilitation)

For existing modified assignments; when the employee is capable of working a modified assignment with medical restrictions, this process establishes a standard procedure that accomplishes the following:

- Requires all injured employees who have medical restrictions to report, as normally scheduled, to their regular supervisor for assignment; unless directed otherwise.
- Directs supervisors/managers to make every effort to identify appropriate duties on a daily basis for the employee within the medical restrictions imposed by their treating physician. Utilizing established updated facility specific necessary task worksheets, supervisors/managers must determine availability of:
 - o Employee specific tasks within an employee's current bid assignment; in order to maximize the modified assignment to the bid.
 - o Employee specific tasks within an employee's current modified assignment; in order to maximize their modified assignment.
 - o Employee specific tasks within available bid or modified assignment tasks the employee is capable of performing (e.g., available bid assignment tasks due to absence, detail, unassigned, not the current bid assignment of the employee, etc.). If/when this occurs the supervisor/manager must annotate on PS Form 2499 the reason these bid or modified assignment tasks are available (e.g., bid assignment task available due to employee out of work on scheduled or unscheduled leave, etc.).
- Requires the supervisors/managers to review current modified assignments, and if required, issue a PS 2499 utilizing only necessary tasks. (Not required if the entire current modified assignment is determined to contain only necessary tasks).

Note: All modified assignments must contain only necessary tasks as determined by operations management and must not include any "make work" tasks.

- Requires supervisors/managers to review and discuss employee specific modified assignments with each injured employee and elicit feedback regarding identified tasks and/or other available necessary tasks.
- Requires the District Assessment Team (DAT) to review all modified assignments identified by supervisors/managers, or assist them in locating additional necessary tasks.
- Requires HRM to track all employees in modified assignments.
- Requires HRM to monitor each injured employee's medical status and work capacity.

Established Roles and Responsibilities – District Assessment Team

A District Assessment Team (DAT) consisting of designees selected from Operations, Health and Resource Management (Injury Compensation and Occupational Health), and Labor Relations has been established by District Senior Leadership.

Purpose is to provide training to Managers, Postmasters, Supervisors, 204Bs on:

- Their role and responsibilities in the NRP, Phase 2, Limited Duty process.
- USPS and OWCP regulations pertaining to modified assignments.
- Proper completion of PS Form 2499, Offer of Modified Assignment (Limited Duty).

Activity Files for Existing Modified Assignments – HRM

- Ensure NRP Activity file exists for all employees in modified assignments. If an Activity file does not exist, one must be created.

District Leadership will determine Office implementation order at this time.

Once the implementation list is established:

- HRM prepares materials to train Managers/Supervisors on Initial Actions completion
- Copies of the current medical restrictions, current modified assignment (Limited Duty or Rehabilitation), and updated facility necessary work sheets must be provided to the supervisor/manager in the facility implementation order to begin reassessing all employees in modified assignments (Implementation, Step 6).

OUTCOME:

District Operations team members will have been trained on all aspects of the NRP, Phase 2, Limited Duty Process and tasked with preparing training for Managers/Supervisors on Initial Actions.

NRP, Phase 2 – Limited Duty Implementation Step 6

RESPONSIBLE TEAM MEMBER(S):

- Area and District NRP Teams

ACTION – Conduct training to Managers/Supervisors on Initial Action items for all existing Limited Duty employees and MMI employees not yet reassessed under the NRP, Phase 2, Rehabilitation process.

INITIAL ACTION

Existing Modified Assignment - Employee's Supervisor/Manager

- Current medical documentation must be used in reassessing all existing modified assignments.
- Review medical restrictions and make every effort to identify a modified assignment within the employee's regular hours of duty (tour), and currently assigned facility, following Priority for Assignment (Steps 1-4).
- Ensure the modified assignment is consistent with current medical restrictions and contains only necessary tasks within the employee's currently assigned facility. The established facility specific necessary task worksheets must be used to ensure the modified assignment contains only necessary tasks.
- When reviewing the medical restrictions determine the frequency and duration of necessary tasks and define the physical requirements and average time spent as required on PS Form 2499 in Section II.
- If no changes are necessary, proceed to Work Status Meetings.
- If the current modified assignment or physical requirements need to be changed, complete a new PS Form 2499, Offer of Modified Assignment (Limited Duty).
- At the completion of this action, employee's will be categorized as:
 - Full Day Work
 - Partial Day Work
 - Complete Day No Work
- **Full Day Work**, if necessary tasks within the employee's facility are identified maximizing the hours of work permitted by the employee's medical restrictions:

Examples:

1. Employee's medical states employee can work eight (8) hours and eight (8) hours of necessary work is identified.
2. Employee's medical states employee can work six (6) hours and six (6) hours of necessary work is identified.

Full Day Work (Continued)

- o If a full day's work is identified, no further action is required.
- o If a full day's work of necessary tasks is not available, continue to Partial Day for action.

NOTE: If an employee is receiving a Full Day Work Limited Duty assignment, ensure a note is added to the PS Form 2499 that if the necessary work is not available on any particular day, fewer hours than those identified on the PS Form 2499 may be worked and the employees assignment for the remainder of that day would be handled as a Partial Day Work.

- **Partial Day Work**, when necessary tasks are not identified maximizing the hours of work permitted by the employee's medical restrictions (example: treating physician indicates the employee can work 8 hours with restrictions; USPS identifies only 4 hours of necessary work); the supervisor must:

Document the search for additional necessary tasks using the Priority for Assignment Worksheet (Steps 1, 2) providing the following information:

- The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no additional necessary tasks available for the employee within the employee's medical restrictions.
- Expand the search for necessary work to the following tour if the employees workhours have not been maxed to the medical restrictions; and the employee is currently ending his/her modified assignment at or near the beginning or during the following tour. Document this search on the Priority for Assignment worksheet (Steps 3, 4)
- Expand the search for necessary work to offices within the surrounding area. Document this search on the Priority for Assignment worksheet (Steps 5, 6)

- **Complete Day No Work**, if there are no necessary tasks identified/available within the employee's current regular hours of duty (tour) and facility; and within their medical restrictions, the supervisor must:

Document the search for all necessary tasks using the Priority for Assignment Worksheet (Steps 1-4), providing the following information:

- The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no necessary tasks identified/available for the employee within the employee's medical restrictions.

Complete Day No Work Determination – DAT Action

The District Assessment Team (DAT) consists of designees from Operations, Health and Resource Management (Injury Compensation and Occupational Health), and Labor Relations.

When the DAT receives notification from a supervisor/manager indicating there have been no necessary tasks identified/available for an employee, within the employee's regular hours of duty (tour) and facility, the DAT must:

1. Verify the search for necessary tasks for the employee within the employees currently assigned regular hours of duty (tour) and facility was properly completed and documented utilizing the Priority for Assignment worksheet (1-4).

Complete Day No Work Determination – DAT Action (Continued)

2. HRM (Injury Compensation) must review the employee's injury compensation file to determine if the treating physician has established whether the duration of the current medical restrictions are determined to be short term or long term.
 - If the duration of the medical documentation is unclear or not identified, further guidance from HRM Occupational Health must be requested.
 - HRM Occupational Health should proceed as guided below:
 - o Using established resources (e.g.; MDA, ODG, etc.) must make every effort to establish anticipated duration of current medical restrictions.
 - o If the current medical restrictions are not specific as to the anticipated duration; HRM Occupational Health must seek medical clarification from the treating physician.
3. When the anticipated duration of the medical restrictions has been determined to be:
 - short term (up to 14 days); no further action is required by the DAT.
 - long term (greater than 14 days); the DAT must continue the search beyond the employee's facility, utilizing the Priority for Assignment Steps 5-8.
 - o Priority for Assignment Steps 5-8 must be conducted within the Local Commuting Area (LCA), within the District boundaries. This activity must be completed prior to conducting the Work Status meeting with the employee to inform them of the Complete Day No Work Determination.
 - o All search activities must be properly documented using the Priority for Assignment Worksheet (Steps 5-8); capturing search activities completed, how search was performed, managers involved, responses, etc.
4. If necessary tasks are identified outside the employee's assigned facility, the DAT Operations designee must:
 - o Complete a new PS Form 2499.
 - o Send a copy to the employee's supervisor/manager at the employee's assigned facility so it can be presented to the employee.
 - o Coordinate with current and new supervisors/managers the reporting date of the new modified assignment.
5. If there are no necessary tasks identified/available outside the facility for the employee, within their medical restrictions, the DAT operations designee must;
 - o Document the search using Priority for Assignment (Steps 5-8) was fully completed within the Local Commuting Area (LCA) and District boundary.

Complete Day No Work Determination – DAT Action (Continued)

6. The DAT notifies the Manager/Supervisor of their Step 5 – 8 determination for every Complete Day No Work.
- Upon completion of the Initial Actions, Managers/Supervisors will notify the DAT of readiness to proceed to the Work Status Meetings.

OUTCOME: District NRP Operations team members will have conducted all Initial Action Items on Limited Duty (non-MMI) employees and have requested permission to proceed to the Work Status Meetings. The DAT will take action on all Complete Day No Work determinations.

Stand Up Talk – National Reassessment Process



As you know, our district has initiated the Postal Service's National Reassessment Process. This process has been focused on reviewing all rehabilitation assignments, task by task, to ensure all assignments contain only necessary tasks. Our district will now be initiating the National Reassessment Process for limited duty employees, whereby limited duty assignments would be included in the National Reassessment Process.

As our operations become more automated, both in the plant and in customer services, it is becoming more difficult to provide productive and necessary tasks to employees within their medical restrictions. A team of management members from operations, medical, labor relations, and injury compensation functions here in the District was established to complete the process of identifying necessary tasks and placing employees with medical restrictions in these assignments. All assignments are based on a review of current medical restrictions; strict adherence and compliance with Postal and Federal policy/regulations as well as the collective bargaining agreements.

On a daily basis, if necessary tasks within employee's medical restrictions are not identified, the employee will be sent home for the remainder of their scheduled workday. Most employees will be advised to report back to their assignment on their next scheduled workday. When no necessary tasks can be identified within an employee's medical restrictions, the employee will be advised to report back to work upon receipt of updated medical restrictions. When there is no necessary work available, an employee can elect to file a claim for compensation from OWCP or use leave. Assistance will be provided in completion of all appropriate forms.

As our staffing needs continue to change, we are increasingly experiencing situations where sufficient productive or necessary assignments to accommodate injured employees are more difficult to find. We take our responsibility to all employees very seriously and will work to ensure they are afforded all rights under the Federal Employees Compensation Act.

National Reassessment Process, Phase 2, Limited Duty; Priority for Assignment Worksheet

Name of Employee: _____ DOI: _____ Claim No: _____
 Office/Installation _____ Tour _____ Finance # _____

<p>1) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; within their craft, within their regular schedule (tour), and within their current facility. I have been unable to identify adequate work available for this employee within these requirements. Proceed to #2. NOTES:</p>	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
<p>2) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; <i>outside their craft</i>, within their regular schedule (tour), and within their current facility. I have been unable to identify adequate work available for this employee within these requirements. NOTES:</p>	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
<p>3) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; within their craft, <i>outside their regular schedule (tour)</i>, and within their current facility. I have been unable to identify adequate work available for this employee within these requirements. Proceed to #4. NOTES:</p>	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
<p>4) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; <i>outside their craft, outside their regular schedule (tour)</i>, and within their current facility. I have been unable to identify adequate work available for this employee within these requirements. Contact District Assessment Team (DAT) and forward copies of all search documents. NOTES:</p>	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
<p>SPECIAL NOTES TO SUPERVISORS AND MANAGERS: When No Work is Identified/Available for a <i>Complete Day</i>, HRM must be notified. When a <i>Partial Day</i> of work is provided, this worksheet must be completed daily.</p> <p>ADDITIONAL NOTES:</p>	Activity Start and End Date(s): <div style="text-align: center;">Thru</div> <hr/> Work Hours Provided <hr/> COP Requested <hr/> Sick Leave Requested <hr/> Annual Leave Requested <hr/> LWOP Requested <hr/> LWOP-IOD Requested

USE OTHER SIDE OF THIS DOCUMENT FOR ADDITIONAL NOTES

National Reassessment Process, Phase 2, Limited Duty; Priority for Assignment Worksheet

Name of Employee: _____ DOI: _____ Claim No: _____
 Office/Installation _____ Tour _____ Finance # _____

5) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; within their craft, within their regular schedule (tour), and <i>outside their current facility</i>. I have been unable to identify adequate work available for this employee within these requirements. Proceed to #6. NOTES:	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
6) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; <i>outside their craft</i>, within their regular schedule (tour), and <i>outside their current facility</i>. I have been unable to identify adequate work available for this employee within these requirements. Proceed to #7. NOTES:	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
7) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; within their craft, <i>outside their regular schedule (tour)</i>, and <i>outside their current facility</i>. I have been unable to identify adequate work available for this employee within these requirements. Proceed to #8. NOTES:	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
8) I have made every effort to search for and identify adequate work available for this employee within their current medical restrictions; <i>outside their craft, outside their regular schedule (tour)</i>, and <i>outside their current facility</i>. I have been unable to identify adequate work available for this employee within these requirements. NOTES:	Supervisor/Manager Name
	Supervisor/Manager Signature
	Date
SPECIAL NOTES TO SUPERVISORS AND MANAGERS: When No Work is Identified/Available for a <i>Complete Day</i> , HRM must be notified. When a <i>Partial Day</i> of work is provided, this worksheet must be completed daily. ADDITIONAL NOTES:	Activity Start and End Date(s): <div style="text-align: center;">Thru</div> _____ Work Hours Provided _____ COP Requested _____ Sick Leave Requested _____ Annual Leave Requested _____ LWOP Requested _____ LWOP-IOD Requested

USE OTHER SIDE OF THIS DOCUMENT FOR ADDITIONAL NOTES

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**NATIONAL REASSESSMENT PROCESS (NRP)
 PHASE 2 - LIMITED DUTY PROCESS
 WORK STATUS MEETINGS - OVERVIEW**

Responsible Team Member	Action	Description	Outcome
STEP 1 - HQs / Area / District NRP Teams	Meet with Managers and Supervisors to determine implementation readiness	Review all proposed assignment determinations for accuracy (Full Day/Partial Day/Complete Day No Work)	Managers and Supervisors will be cleared to conduct Work Status Meetings with injured employees
STEP 2 - HQs / Area / District NRP Teams	Train facility Manager or Supervisor on Work Status Meeting format	Walk through all possible Work Status assignment determinations	Manager or Supervisor will be prepared to conduct Work Status Meeting with injured employees
STEP 3 - DAT	Conduct review of all Modified Assignment Documentation	DAT will review all Modified Assignment documentation for compliance	DAT will have completed a review of all Modified Assignments documentation
STEP 4 - Manager or Supervisor	When required, conduct Daily Work Status Meetings with injured employees	On a daily basis, the Supervisors will review available necessary tasks and make assignment determinations and then hold a daily work status meeting with the employee.	Injured employee's status will be reviewed and the employee will have been advised of the Daily Work Status determination

NRP Guide Produced by the APWD Human Relations Dept.
 Susan M. Carney, Director

**NRP, Phase 2 – Limited Duty
Work Status
Step 1**

RESPONSIBLE TEAM MEMBER(S):

- HQs and Area NRP Teams
- District NRP Team

ACTION: Meet with Managers and Supervisors to determine implementation readiness.

1. At individual facilities, meet with the Managers and Supervisors to ensure all Initial Action Items have been properly performed.
2. The purpose of this meeting is to validate all Initial Action items were completed in compliance with the guidelines of the NRP, Phase 2 Limited Duty process, and all the required forms/documentation have been properly completed.
3. If the required forms/documentation are not in compliance, the DAT will reschedule the validation meeting.
4. If the required forms/documentation are in compliance, the Managers and Supervisors will be eligible for training to conduct Work Status meetings.
5. The DAT must coordinate the scheduling of the Work Status Meeting Training and Work Status Meeting sessions with the employees.
 - a. The initial Work Status Meeting Training must take place on the first day of the Work Status Meetings with the employees.
 - b. There must be a two week notice to the unions prior to the first Work Status Meeting with the employees.

OUTCOME:

Managers and Supervisors at individual facilities will be cleared to proceed forward with the work status training and meetings.

**NRP, Phase 2 – Limited Duty
Work Status
Step 2**

RESPONSIBLE TEAM MEMBER(S):

- HQ and Area NRP Teams
- District NRP Team

ACTION: Train DAT, Managers, and Supervisors to conduct NRP, Phase 2 Limited Duty, Work Status meetings.

1. Provide Managers and Supervisors with a list of all District Assessment Team Members they can contact for assistance when required.
2. At individual facilities, train the Managers and Supervisors to conduct Work Status meetings as guided below.
3. Walk through all possible Work Status assignment determinations.
4. The purpose of this meeting is to inform the employee of the results of the Initial Action steps of the NRP, Phase 2 Limited Duty process.
5. Managers and Supervisors will conduct the interactive meetings with employees.

Work Status Meeting with the Employee – Manager / Supervisor

- If the current modified assignment or physical requirements need to be changed, complete a new PS Form 2499, Offer of Modified Assignment (Limited Duty).

NOTE: for MMI employees being reassessed as part of this process; ensure it is explained to them this modified assignment (PS Form 2499) is an interim assignment and they will be reassessed under the NRP, Phase 2, Rehabilitation process and they will be notified of the results of that process when it is completed.

NOTE: If an employee is receiving a complete day work assignment, ensure they understand if the necessary work is not available on any particular day, fewer hours than identified on the PS Form 2499 may be worked and the employee's assignment for the remainder of that day would be handled as a Partial Day Work. Discuss the Partial Day letter with them at this time.

Work Status Meeting with the Employee (Continued)

- Review and discuss the proposed PS Form 2499 with the employee.
- Elicit feedback from the employee regarding his or her ability to perform the duties identified or other necessary tasks which may be available.
- Based on the feedback from the employee, make adjustments to the PS Form 2499 if necessary. Give the PS Form 2499 to the employee for signature reflecting acceptance or refusal.
 - If accepted:
 - NOTE: Accepted “under protest” is an acceptance. Employee must be asked to provide a reason for the “accept under protest”.
 - Distribute PS Form 2499, Offer of Modified Assignment (Limited Duty):
 - Provide employee with original signed copy.
 - Forward (fax, scan, email) a copy of all documents to the HRM office
 - Retain copy in work unit
 - Proceed forward to the Daily Determination – Work Status Meeting, Step 4, and discuss the applicable Daily Determination decisions (Full Day and Partial Day) with the employee.
 - If refused or if the employee refuses to sign the Supervisor/Manager must:
 - Inform the employee that unless the employee elects to accept and/or sign the modified assignment, the employee will not be allowed to work.
 - Have the employee complete a PS Form 3971 for the remainder of the scheduled workday and also the remainder of the pay period. In addition, if the action takes place in week 2 of a pay period, then it is recommended that a PS Form 3971 be completed for the next pay period as well. The employee should request; COP, LWOP-IOD, or other leave. If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 and CA7a as per USPS policy and recommended bi-weekly submission by DOL/OWCP.
 - Provide the employee with; NRP, Phase 2, Employee Leave information letter, Refusal, Supervisor/Manager. Following the employees review of the letter, ask them if they have any questions.
 - Inform the employee they may be contacted for clarification on the reason for the refusal and/or a decision on modified assignment offer compliance.

Work Status Meeting with the Employee (Continued)

- Distribute PS Form 2499, Offer of Modified Assignment (Limited Duty):

1. Provide the employee with the original signed or unsigned copy.
2. Forward (fax, scan, email) a copy of all documents to the HRM office
3. Retain copy in work unit

➤ No Necessary Tasks identified/available (Complete Day No Work)

If there are no necessary tasks identified/available within the employee's current regular hours of duty (tour) and facility; and within their medical restrictions, the supervisor must:

1. Ensure the Priority for Assignment Worksheet (Steps 1-8), is available and has been properly completed documenting:
 - The search within the local commuting area (LCA) for this employee within the District boundaries was fully completed as required and there were no necessary tasks identified/available for the employee within the employee's medical restrictions.
2. Have the employee complete PS Form 3971 for the remainder of the scheduled workday and also for the remainder of the pay period or until the next scheduled medical appointment, depending on which is sooner. In addition, if the action takes place in week 2 of a pay period, then it is recommended that a PS Form 3971 be completed for the next pay period as well. The employee should request either; COP; LWOP-IOD; or other leave.
 - The supervisor/manager must obtain authorization from HRM for all injury related COP, LWOP-IOD, or "other leave" requests prior to approving PS Form 3971.
 - If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 for completion. The employee should complete the CA7 for the remainder of the pay period as recommended by DOL/OWCP.
 - Record workhours provided to the employee and any COP; LWOP-IOD or other leave requested by the employee for the remainder of the scheduled workday on the Priority for Assignment Worksheet.

Work Status Meeting with the Employee (Continued)

3. Inform the employee if/when necessary tasks become available prior to their next scheduled medical appointment, they will be contacted.
4. Provide the employee with; NRP, Phase 2, Employee Leave information letter, Complete Day, DAT.
5. Forward all completed paperwork to the Manager, Health and Resource Management regarding the Supervisor/Manager decision that no necessary tasks were identified/available for this employee.

OUTCOME: Managers and Supervisors at individual facilities will be cleared to proceed forward with the work status training and meetings.

**NRP, Phase 2 – Limited Duty
Work Status
Step 3**

RESPONSIBLE TEAM MEMBER(S):

- HQ and Area NRP Teams
- District NRP Team
- Operations Postmasters, Managers and Supervisors

ACTION: Conduct Review of all documentation to ensure compliance

1. Managers and Supervisors and District NRP Team members have conducted the Work Status meetings with the employees and their union representatives.
2. The HRM office must take the appropriate actions as described below when the documents are received.

Documentation Review of Modified Assignment (Limited Duty) Offer – HRM

- If the modified assignment offer is accepted by the employee:
 - Submit copy of the PS form 2499, Offer of Modified Assignment (Limited Duty) reflecting the employee's written acceptance to OWCP and place a copy in employee's Injury Compensation and NRP Activity files.
 - Notify supervisor via email to remind employee of next medical appointment and medical report due date to ensure ongoing monitoring of improvement of medical condition and work capacity.
- If the modified assignment offer is refused by the employee or the employee refuses to sign the PS Form 2499.
 - HRM will immediately submit a copy of the modified assignment offer reflecting employees' refusal or refusal to sign with a cover letter to the employee's treating physician and also DOL/OWCP requesting a determination of whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions.
 - HRM will monitor the case to ensure that the DOL/OWCP renders a decision whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions.

Documentation Review of Modified Assignment (Limited Duty) Offer – HRM (Continued)

- Inform the employee they will be contacted after DOL/OWCP has rendered a ruling on whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions
- Maintaining NRP, Phase 2, Case Management/Modified Assignment Tracking: In accordance with USPS policy, all employees in a modified assignment and those medically cleared for a modified assignment must be tracked/case managed on a continuing basis:
 - On a case specific basis, HRM will require an employee to provide updated medical reports on their duty status (e.g.; Form CA-17, Duty Status Report or other medical documentation).
 - Utilizing the NRP Workbook:
 - Enter last medical appointment dates where appropriate when medical documentation is received.
 - Enter dates of new Modified Assignments where appropriate when Modified Assignments are accepted.

Review of Accepted Modified Assignment (Limited Duty) - DAT

A District Assessment Team (DAT) composed of designees from Operations, Health & Resource Management (HRM), and Labor Relations has been established to accomplish the following:

- Ensure use of PS Form 2499, Offer of Modified Assignment (Limited Duty).
- Ensure each employee is placed in a modified assignment that maximizes the work capacity level of the injured employee by assigning necessary tasks within their medical restrictions.
- Ensure that all modified assignments comply with USPS and Department of Labor, Office of Workers' Compensation Programs (DOL/OWCP) regulations while at the same time, add value to the operation so the employee's assignment is recognized as contributing to the operations' overall performance.
- Communicate via email (as much as reasonably possible), fax, mail/pouch.
- Use email records to document individual case activity. (Must be printed and filed in the employees NRP Activity file)
- Must follow USPS regulations set forth in the ELM, 546.142

Review of Accepted Modified Assignment (Limited Duty) - DAT (Continued)

- When HRM receives a new PS 2499 from a supervisor/manager; medical restrictions and copies of the PS Form 2499 must be distributed to all other DAT team members.
- Review PS Form 2499, Offer of Modified Assignment (Limited Duty) DAT functional review; individually or collectively:
 - HRM Occupational Health designee must determine if employee is capable of performing identified tasks within medically defined restrictions. Identify any tasks that are “outside of medical restrictions” and notify other team members of their review determination.
 - Operations designee must determine that the maximum number of necessary tasks for the employees current assignment are assigned and listed; and ensure proper coding of work tasks with correct operation or labor distribution codes and notify other team members of their review determination.
 - HRM Injury Compensation designee must determine if assignment is in compliance with USPS regulations (ELM 546.142) and notify other team members of their review determination.
- If PS Form 2499 or Modified Assignment is agreed to be in compliance, initial the document indicating functional compliance.
- If the Modified Assignment and/or the PS Form 2499 are not in compliance, the DAT Operations designee must direct the supervisor in writing (email is acceptable), to complete a new PS Form 2499 addressing identified items.

Any new/updated PS Form 2499, Offer of Modified Assignment (Limited Duty) must be issued to the employee by their Supervisor / Manager.

OUTCOME: The DAT will have completed a review the Modified Assignment Offer

**NRP, Phase 2 – Limited Duty
Work Status
Step 4**

RESPONSIBLE TEAM MEMBER(S):

- HQ and Area NRP Teams
- District NRP Team
- Operations Postmasters, Managers and Supervisors

ACTION: Modified Assignments – Daily Determination of Necessary Work

1. Managers and Supervisors on a daily basis will determine the availability of necessary work for all Modified Assignments. When necessary work is not available, management will meet with the employee.
2. The purpose of this meeting is to inform the employee of the results of the daily search for necessary tasks.
3. Managers and Supervisors will conduct the interactive meeting as described below.
4. Managers and Supervisors must ensure they elicit feedback from the employee regarding proposed assignment/action. They should make adjustments when possible and if necessary based on employee feedback.
5. All documents must be properly completed and forwarded timely to the District Health and Resource Management office.

Daily Determination of Necessary Work – (Managers / Supervisors)

- **Full Day Work**, if necessary tasks within the employee's facility are identified maximizing the hours of work permitted by the employee's medical restrictions:

Examples:

1. Employee's medical states employee can work eight (8) hours and eight (8) hours of necessary work is identified.
2. Employee's medical states employee can work six (6) hours and six (6) hours of necessary work is identified.
 - If a full day's work is provided and completed by the employee, no further action is required.
 - If a full day's work of necessary tasks is not available, continue to Partial Day Work for action.

Daily Determination of Necessary Work – (Managers / Supervisors) (Continued)

- **Partial Day Work**, when an employee has completed all necessary tasks identified on the PS Form 2499 and additional necessary tasks are no longer available for the remainder of the employee's scheduled workday as identified on the PS Form 2499, the supervisor must:
 - Document the search for additional necessary tasks using the Priority for Assignment Worksheet (Steps 1, 2) providing the following information:
 - The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no additional necessary tasks available for the employee within the employee's medical restrictions.
 - Expand the search for necessary work to the following tour if the employees workhours have not been maxed to the medical restrictions; and the employee is currently ending his/her modified assignment at or near the beginning or during the following tour. Document this search on the Priority for Assignment worksheet (Steps 3, 4)
 - Expand the search for necessary work to offices within the surrounding area. Document the search on the Priority for Assignment worksheet (Steps 5, 6)
 - If no necessary work is identified, when the employee has completed all available necessary tasks and there are no other necessary tasks available, meet with the employee and have the employee complete PS Form 3971 for the remainder of the scheduled workday requesting: COP, LWOP-IOD, or other leave.
 - The supervisor/manager must obtain authorization from HRM for all injury related COP, LWOP-IOD, or other leave requests prior to approving the PS Form 3971.
 - If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 and CA7a as per USPS policy and recommended bi-weekly by DOL/OWCP.
 - Provide the employee with: NRP, Phase 2, Employee Leave Information Letter, Partial Day, Supervisor/Manager
 - Record workhours provided to the employee and any COP, LWOP-IOD, or other leave requested by the employee for the remainder of the scheduled workday
 - Direct the employee to report for duty on their next scheduled workday.

OUTCOME: Managers and Supervisors will conduct Daily Determinations of Necessary Work for all Modified Assignments.

Date: ___/___/_____

Subject: Employee Leave Information Letter, Refusal

Employee Name: _____ EID# _____

This informational letter is in regards to the search for a modified assignment relative to your injury-on-duty. Following the guidelines established by the National Reassessment Process (NRP), Phase 2, Limited Duty; a search for necessary tasks meeting your medical restrictions within your regular office/facility was completed. Based on this search, we identified a Limited Duty assignment within your medical restrictions and you refused to accept this assignment.

You need to complete a PS Form 3971 for the remainder of your workday and for the remainder of the pay period or until your next medical appointment depending on which is sooner. You can select COP (if eligible), leave, or LWOP-IOD; however, any COP or compensation requested from DOL/OWCP will be challenged because you refused this Limited Duty assignment.

If you elect LWOP-IOD you should complete a CA-7 on a pay period basis (recommended by the DOL/OWCP to be completed bi-weekly). Completion of this form is required in order for you to file for compensation. A completed CA7 should be returned to the HRM (Injury Compensation office) at the end of each pay period you are out of work.

In addition, your selections for leave include LWOP, Sick Leave or Annual Leave. If you elect to use Annual Leave or Sick Leave, I must inform you that a leave buy-back will not be approved for Sick or Annual Leave used if your claim has already been approved by the Department of Labor, Office of Workers' Compensation Programs (DOL/OWCP).

You must update your medical documents (e.g.; CA17) on a regular basis or as determined by your treating physician. Upon receipt of all new or updated medical documentation, you are required to immediately provide this documentation for review of the medical restrictions and a new determination of available necessary tasks.

Please contact me or HRM (Injury Compensation) if you have any questions, require information, or desire to meet with the District Reasonable Accommodation Committee (DRAC).

You should not report back for duty unless you: 1) elect to accept the most recently offered PS Form 2499, in which case, you should contact this office in advance; or 2) you are notified by the DAT that based on new or updated medical documentation a revised modified assignment consisting of necessary tasks is available.

Supervisors Signature _____

Date _____

Date: ___/___/___

Subject: Employee Leave Information Letter, Complete Day

Employee Name: _____ EID# _____

This informational letter is in regards to the search for a modified assignment relative to your injury-on-duty. Following the guidelines established by the National Reassessment Process (NRP), Phase 2, Limited Duty; the District Assessment Team (DAT) has completed a search for necessary tasks meeting your medical restrictions in all crafts and on all tours within your facility and throughout the Local Commuting Area (LCA) within the District boundaries. Based on this search, we were unable to identify any available necessary tasks within your medical restrictions.

You need to complete a PS Form 3971 for the remainder of the pay period or until your next medical appointment depending on which is sooner. In addition, if this action takes place in week 2 of the pay period, it is recommended that a PS Form 3971 be completed for the next pay period as well. You can select COP (if eligible), leave, or LWOP-IOD. Your selections for leave include LWOP, Sick Leave or Annual Leave.

If you elect to use Annual Leave or Sick Leave, I must inform you that a leave buy-back will not be approved for Sick or Annual Leave used if your claim has already been approved by the Department of Labor, Office of Workers' Compensation Programs (DOL/OWCP).

If you elect LWOP-IOD you should complete a one time only CA2A (Claim for Recurrence). You should also complete a CA-7 on a pay period basis (recommended by the DOL/OWCP to be completed bi-weekly unless otherwise notified by OWCP). Completion of this form is required in order for you to file for compensation. A completed CA7 should be returned to the HRM (Injury Compensation) office at the end of each pay period you are out of work.

You must update your medical documents (e.g.; CA17) on a regular basis or as determined by your treating physician. Upon receipt of all new or updated medical documentation, you are required to immediately provide this documentation for review of the medical restrictions and a new determination of available necessary tasks. Please contact your supervisor or the HRM (Injury Compensation) office if you have any questions, require information, or desire to meet with the District Reasonable Accommodation Committee (DRAC).

If your treating physician has determined you have reached Maximum Medical Improvement (MMI) as a result of your injury, you will continue to be reassessed by the Postal Service following the guidelines established by the National Reassessment Process, Phase 2, for Rehabilitation (MMI) employees; and you will be contacted with the results of that process.

You should not report back for duty unless you are contacted that necessary work tasks have been identified for you within your medical restrictions.

Supervisors Signature _____

Date _____

Date: ___/___/_____

Subject: Employee Leave Information Letter, Partial Day

Employee Name: _____ EID# _____

This informational letter is in regards to the modified assignment relative to your injury-on-duty. Following the guidelines established by the National Reassessment Process (NRP), Phase 2, Limited Duty; a search for necessary tasks meeting your medical restrictions within your regular hours of duty (tour) and within this office/facility and offices/facilities within the surrounding area was completed. Based on this search, we were unable to identify enough available necessary tasks within your medical restrictions, in order for you to complete a full day of work.

You need to complete a PS Form 3971 for the remainder of your workday. You can select COP (if eligible), leave or LWOP-IOD.

If you elect LWOP-IOD you should complete a CA-7 and a CA7a on a pay period basis, tracking your intermittent LWOP-IOD (recommended by the DOL/OWCP to be completed bi-weekly). Completion of these forms is required in order for you to file for compensation. The completed CA7 and CA7a should be returned to me at the end of the pay period.

Your selections for leave include LWOP, Sick Leave or Annual Leave. If you elect to use Annual Leave or Sick Leave, I must inform you that a leave buy-back will not be approved for Sick or Annual Leave used if your claim has already been approved by the Department of Labor, Office of Workers' Compensation Programs (DOL/OWCP).

Please contact me or HRM (Injury Compensation) if you have any questions, require information, or desire to meet with the District Reasonable Accommodation Committee (DRAC).

You should report back for duty at your normal reporting time on your next scheduled workday.

Supervisors Signature _____

Date ___/___/_____

**NATIONAL REASSESSMENT PROCESS (NRP)
 PHASE 2 - LIMITED DUTY PROCESS
 New Medical / New Injury - OVERVIEW**

Responsible Team Member	Action	Description	Outcome
STEP 1 - Manager or Supervisor	Employee presents new medical documentation as an updated medical or from a new injury.	For updated medical documentation, determine if medical restrictions have changed, if so, proceed. For new injuries, determine if the employee has medical restrictions.	Manager or Supervisor will be prepared to initiate NRP, Phase 2, Limited Duty process.
STEP 2 - Manager or Supervisor	Managers and/or Supervisors will complete all Initial Action items	Assess employee based on the newly presented medical documentation to determine availability of necessary work.	Manager or Supervisor have completed Initial Actions requirements and will be prepared to conduct Work Status Meeting with injured employees
STEP 3 - Manager or Supervisor	Managers and/or Supervisors will complete all Work Status requirements and continue forward with Daily Determinations	Present Work Status determination to employee and elicit feedback regarding proposed assignment / action. Make assignment adjustments based on employee feedback, if necessary.	Employee will have been advised of Work Status determination.

NRP Guide Produced by the APWD Human Relations Dept.
Susan M. Carney, Director

**NRP, Phase 2 – Limited Duty
New Medical Documentation / New Injury
Step 1**

RESPONSIBLE TEAM MEMBER(S):

- Managers and Supervisors
- District NRP Team

ACTION: When employees present a new medical as the result of an updated medical or a new injury, the Managers/Supervisors will proceed forward as guided by this section.

1. For an updated medical on an existing case, determine if the medical restrictions have changed, if so, proceed forward. If the medical has not changed, no further action is required.
2. For a new medical with restrictions as the result of a new injury, proceed forward.

OUTCOME:

Managers and Supervisors at individual facilities will proceed forward with this process when a new medical has been presented.

**NRP, Phase 2 – Limited Duty
New Medical Documentation / New Injury
Step 2**

RESPONSIBLE TEAM MEMBER(S):

- Managers and Supervisors
- District Assessment Team

ACTION – Conduct Initial Action items for all newly presented medical documentation as the result of an updated medical or a new injury.

INITIAL ACTION

Existing Modified Assignment - Employee's Supervisor/Manager

- Current medical documentation must be used in reassessing all existing modified assignments.
- Review medical restrictions and make every effort to identify a modified assignment within the employee's regular hours of duty (tour), and currently assigned facility, following Priority for Assignment (Steps 1-4).
- Ensure the modified assignment is consistent with current medical restrictions and contains only necessary tasks within the employee's currently assigned facility. The established facility specific necessary task worksheets must be used to ensure the modified assignment contains only necessary tasks.
- When reviewing the medical restrictions determine the frequency and duration of necessary tasks and define the physical requirements and average time spent as required on PS Form 2499 in Section II.
- If no changes are necessary, proceed to Work Status Meetings.
- If the current modified assignment or physical requirements need to be changed, complete a new PS Form 2499, Offer of Modified Assignment (Limited Duty).
- At the completion of this action, employee's will be categorized as:
 - Full Day Work
 - Partial Day Work
 - Complete Day No Work
- **Full Day Work**, if necessary tasks within the employee's facility are identified maximizing the hours of work permitted by the employee's medical restrictions:

Examples:

1. Employee's medical states employee can work eight (8) hours and eight (8) hours of necessary work is identified.
2. Employee's medical states employee can work six (6) hours and six (6) hours of necessary work is identified.

Full Day Work (Continued)

- o If a full day's work is provided and completed by the employee, no further action is required.
- o If a full day's work of necessary tasks is not available, continue to Partial Day for action.

NOTE: If an employee is receiving a Full Day Work Limited Duty assignment, ensure a note is added to the PS Form 2499 that if the necessary work is not available on any particular day, fewer hours than those identified on the PS Form 2499 may be worked and the employees assignment for the remainder of that day would be handled as a Partial Day Work.

- **Partial Day Work**, when necessary tasks are not identified maximizing the hours of work permitted by the employee's medical restrictions (example: treating physician indicates the employee can work 8 hours with restrictions; USPS identifies only 4 hours of necessary work); the supervisor must:

Document the search for additional necessary tasks using the Priority for Assignment Worksheet (Steps 1, 2) providing the following information:

- The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no additional necessary tasks available for the employee within the employee's medical restrictions.
- Expand the search for necessary work to the following tour if the employees workhours have not been maxed to the medical restrictions; and the employee is currently ending his/her modified assignment at or near the beginning or during the following tour. Document this search on the Priority for Assignment worksheet (Steps 3, 4)
- Expand the search for necessary work to offices within the surrounding area. Document this search on the Priority for Assignment worksheet (Steps 5, 6)

- **Complete Day No Work**, if there are no necessary tasks identified/available within the employee's current regular hours of duty (tour) and facility; and within their medical restrictions, the supervisor must:

Document the search for all necessary tasks using the Priority for Assignment Worksheet (Steps 1-4), providing the following information:

- The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no necessary tasks identified/available for the employee within the employee's medical restrictions.

Complete Day No Work Determination – DAT Action

The District Assessment Team (DAT) consists of designees from Operations, Health and Resource Management (Injury Compensation and Occupational Health), and Labor Relations.

When the DAT receives notification from a supervisor/manager indicating there have been no necessary tasks identified/available for an employee, within the employee's regular hours of duty (tour) and facility, the DAT must:

1. Verify the search for necessary tasks for the employee within the employees currently assigned regular hours of duty (tour) and facility was properly completed and documented utilizing the Priority for Assignment worksheet (1-4).

Complete Day No Work Determination – DAT Action

2. HRM (Injury Compensation) must review the employee's injury compensation file to determine if the treating physician has established whether the duration of the current medical restrictions are determined to be short term or long term.
 - If the duration of the medical documentation is unclear or not identified, further guidance from HRM Occupational Health must be requested.
 - HRM Occupational Health should proceed as guided below:
 - o Using established resources (e.g.; MDA, ODG, etc.) must make every effort to establish anticipated duration of current medical restrictions.
 - o If the current medical restrictions are not specific as to the anticipated duration; HRM Occupational Health must seek medical clarification from the treating physician.
 3. When the anticipated duration of the medical restrictions has been determined to be:
 - short term (up to 14 days); no further action is required by the DAT.
 - long term (greater than 14 days); the DAT must continue the search beyond the employee's facility, utilizing the Priority for Assignment Steps 5-8.
 - o Priority for Assignment Steps 5-8 must be conducted within the Local Commuting Area (LCA), within the District boundaries. This activity must be completed prior to conducting the Work Status meeting with the employee to inform them of the Complete Day No Work Determination.
 - o All search activities must be properly documented using the Priority for Assignment Worksheet (Steps 5-8); capturing search activities completed, how search was performed, managers involved, responses, etc.
 4. If necessary tasks are identified outside the employee's assigned facility, the DAT Operations designee must:
 - o Complete a new PS Form 2499.
 - o Send a copy to the employee's supervisor/manager at the employee's assigned facility so it can be presented to the employee.
 - o Coordinate with current and new supervisors/managers the reporting date of the new modified assignment.
 5. If there are no necessary tasks identified/available outside the facility for the employee, within their medical restrictions, the DAT operations designee must;
 - o Document the search using Priority for Assignment (Steps 5-8) was fully completed within the Local Commuting Area (LCA) and District boundary.
- Upon completion of the Initial Actions, Managers/Supervisors will notify the DAT of readiness to proceed to the Work Status Meetings.

OUTCOME: The Managers/Supervisors will have conducted all Initial Action Items on newly presented medical and will proceed to the Work Status Meetings. The DAT will take action on all Complete Day No Work determinations.

**NRP, Phase 2 – Limited Duty
New Medical Documentation / New Injury
Step 3**

RESPONSIBLE TEAM MEMBER(S):

- Managers and Supervisors
- District NRP Team

ACTION: Managers and Supervisors to conduct NRP, Phase 2 Limited Duty, Initial Actions, Work Status meetings and Daily Determinations when employees present a new medical as the result of updating a medical or having a new injury.

1. Managers and Supervisors will conduct the Work Status meetings with the employees.
2. Managers and Supervisors will conduct the Daily Determinations meetings with the employees.

Work Status Meeting with the Employee – Manager / Supervisor

- If the current modified assignment or physical requirements need to be changed, complete a new PS Form 2499, Offer of Modified Assignment (Limited Duty).

NOTE: for MMI employees being reassessed as part of this process; ensure it is explained to them this modified assignment (PS Form 2499) is temporary and they will be reassessed under the NRP, Phase 2, Rehabilitation process and they will be notified of the results of that process when it is completed.

NOTE: If an employee is receiving a complete day work assignment, ensure they understand if the necessary work is not available on any particular day, fewer hours than identified on the PS Form 2499 may be worked and the employee's assignment for the remainder of that day would be handled as a Partial Day Work. Discuss the Partial Day letter with them at this time.

Work Status Meeting with the Employee (Continued)

- Review and discuss the proposed PS Form 2499 with the employee.
- Elicit feedback from the employee regarding his or her ability to perform the duties identified or other necessary tasks which may be available.
- Based on the feedback from the employee, make adjustments to the PS Form 2499 if necessary. Give the PS Form 2499 to the employee for signature reflecting acceptance or refusal.
 - If accepted:
 - NOTE: Accepted "under protest" is an acceptance. Employee must be asked to provide a reason for the; accept "under protest".
 - Distribute PS Form 2499, Offer of Modified Assignment (Limited Duty):
 - Provide employee with original signed copy.
 - Forward (fax, scan, email) a copy of all documents to the HRM office
 - Retain copy in work unit
 - Proceed forward to the Daily Determination – Work Status Meeting, Step 4, and discuss the applicable Daily Determination decisions (Full Day and Partial Day) with the employee.
 - If refused or if the employee refuses to sign the Supervisor/Manager must;
 - Inform the employee that unless the employee elects to accept and/or sign the modified assignment, the employee will not be allowed to work.
 - Have the employee complete a PS Form 3971 for the remainder of the scheduled workday and also the remainder of the pay period. In addition, if the action takes place in week 2 of a pay period, then it is recommended that a PS Form 3971 be completed for the next pay period as well. The employee should request; COP, LWOP-IOD, or other leave. If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 and CA7a as per USPS policy and recommended bi-weekly submission by DOL/OWCP.
 - Provide the employee with; NRP, Phase 2, Employee Leave information letter, Refusal, Supervisor/Manager. Following the employees review of the letter, ask them if they have any questions.
 - Inform the employee they may be contacted for clarification on the reason for the refusal and/or a decision on modified assignment offer compliance.
 - Distribute PS Form 2499, Offer of Modified Assignment (Limited Duty):
 1. Provide the employee with the original signed or unsigned copy.
 2. Forward (fax, scan, email) a copy of all documents to the HRM office
 3. Retain copy in work unit

Work Status Meeting with the Employee (Continued)

- No Necessary Tasks identified/available (Complete Day No Work)

If there are no necessary tasks identified/available within the employee's current regular hours of duty (tour) and facility; and within their medical restrictions, the supervisor must:

1. Ensure the Priority for Assignment Worksheet (Steps 1-8), is available and has been properly completed documenting:
 - The search within the local commuting area (LCA) for this employee within the District boundaries was fully completed as required and there were no necessary tasks identified/available for the employee within the employee's medical restrictions.
2. Have the employee complete PS Form 3971 for the remainder of the scheduled workday and also for the remainder of the pay period or until the next scheduled medical appointment, depending on which is sooner. In addition, if the action takes place in week 2 of a pay period, then it is recommended that a PS Form 3971 be completed for the next pay period as well. The employee should request either; COP; LWOP-IOD; or other leave.
 - The supervisor/manager must obtain authorization from HRM for all injury related COP, LWOP-IOD, or "other leave" requests prior to approving PS Form 3971.
 - If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 for completion. The employee should complete the CA7 for the remainder of the pay period as recommended by DOL/OWCP.
 - Record workhours provided to the employee and any COP; LWOP-IOD or other leave requested by the employee for the remainder of the scheduled workday on the Priority for Assignment Worksheet.
3. Inform the employee if/when necessary tasks become available prior to their next scheduled medical appointment, they will be contacted.
4. Provide the employee with; NRP, Phase 2, Employee Leave information letter, Complete Day, DAT.
5. Forward all completed paperwork to the Manager, Health and Resource Management regarding the Supervisor/Manager decision that no necessary tasks were identified/available for this employee.

Documentation Review of Modified Assignment (Limited Duty) Offer – HRM

- If the modified assignment offer is accepted by the employee:
 - Submit copy of the PS form 2499, Offer of Modified Assignment (Limited Duty) reflecting the employee's written acceptance to OWCP and place a copy in employee's Injury Compensation and NRP Activity files.
 - Notify supervisor via email to remind employee of next medical appointment and medical report due date to ensure ongoing monitoring of improvement of medical condition and work capacity.
- If the modified assignment offer is refused by the employee or the employee refuses to sign the PS Form 2499.
 - HRM will immediately submit a copy of the modified assignment offer reflecting employees' refusal or refusal to sign with a cover letter to the employee's treating physician and also DOL/OWCP requesting a determination of whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions.
 - HRM will monitor the case to ensure that the DOL/OWCP renders a decision whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions.
 - Inform the employee they will be contacted after DOL/OWCP has rendered a ruling on whether or not the tasks and physical requirements of the modified assignment meets the medical restrictions
- Maintaining NRP, Phase 2, Case Management/Modified Assignment Tracking: In accordance with USPS policy, all employees in a modified assignment and those medically cleared for a modified assignment must be tracked/case managed on a continuing basis:
 - On a case specific basis, HRM will require an employee to provide updated medical reports on their duty status (e.g.; Form CA-17, Duty Status Report or other medical documentation).
 - Utilizing the NRP Workbook:
 - Enter last medical appointment dates where appropriate when medical documentation is received.
 - Enter dates of new Modified Assignments where appropriate when Modified Assignments are accepted.

Review of Accepted Modified Assignment (Limited Duty) - DAT

A District Assessment Team (DAT) composed of designees from Operations, Health & Resource Management (HRM), and Labor Relations has been established to accomplish the following:

- Ensure use of PS Form 2499, Offer of Modified Assignment (Limited Duty).
- Ensure each employee is placed in a modified assignment that maximizes the work capacity level of the injured employee by assigning necessary tasks within their medical restrictions.
- Ensure that all modified assignments comply with USPS and Department of Labor, Office of Workers' Compensation Programs (DOL/OWCP) regulations while at the same time, add value to the operation so the employee's assignment is recognized as contributing to the operations' overall performance.
- Communicate via email (as much as reasonably possible), fax, mail/pouch.
- Use email records to document individual case activity. (Must be printed and filed in the employees NRP Activity file)
- Must follow USPS regulations set forth in the ELM, 546.142
- When HRM receives a new PS 2499 from a supervisor/manager; medical restrictions and copies of the PS Form 2499 must be distributed to all other DAT team members.
- Review PS Form 2499, Offer of Modified Assignment (Limited Duty) DAT functional review; individually or collectively:
 - HRM Occupational Health designee must determine if employee is capable of performing identified tasks within medically defined restrictions. Identify any tasks that are "outside of medical restrictions" and notify other team members of their review determination.
 - Operations designee must determine that the maximum number of necessary tasks for the employees current assignment are assigned and listed; and ensure proper coding of work tasks with correct operation or labor distribution codes and notify other team members of their review determination.
 - HRM Injury Compensation designee must determine if assignment is in compliance with USPS regulations (ELM 546.142) and notify other team members of their review determination.
- If PS Form 2499 or Modified Assignment is agreed to be in compliance, initial the document indicating functional compliance.
- If the Modified Assignment and/or the PS Form 2499 are not in compliance, the DAT Operations designee must direct the supervisor in writing (email is acceptable), to complete a new PS Form 2499 addressing identified items.

Any new/updated PS Form 2499, Offer of Modified Assignment (Limited Duty) must be issued to the employee by their Supervisor / Manager.

Daily Determination of Necessary Work – (Managers / Supervisors)

- **Full Day Work**, if necessary tasks within the employee's facility are identified maximizing the hours of work permitted by the employee's medical restrictions:
Examples:
 1. Employee's medical states employee can work eight (8) hours and eight (8) hours of necessary work is identified.
 2. Employee's medical states employee can work six (6) hours and six (6) hours of necessary work is identified.
 - o If a full day's work is provided and completed by the employee, no further action is required.
 - o If a full day's work of necessary tasks is not available, continue to Partial Day Work for action.

- **Partial Day Work**, when necessary tasks are not identified maximizing the hours of work permitted by the employee's medical restrictions (example: treating physician indicates the employee can work 8 hours with restrictions; USPS identifies only 4 hours of necessary work); the supervisor must:

Document the search for additional necessary tasks using the Priority for Assignment Worksheet (Steps 1, 2) providing the following information:

- The search within the employee's regular hours of duty (tour) and facility was fully completed as required and there were no additional necessary tasks available for the employee within the employee's medical restrictions.
- Expand the search for necessary work to the following tour if the employee's work hours have not been maxed to the medical restrictions; and the employee is currently ending his/her modified assignment at or near the beginning or during the following tour. Document this search on the Priority for Assignment worksheet (Steps 3, 4)
- Expand the search for necessary work to offices within the surrounding area. Document this search on the Priority for Assignment worksheet (Steps 5, 6)
- If no necessary work is identified, have the employee complete PS Form 3971 for the remainder of the scheduled workday requesting: COP, LWOP-IOD, or other leave.
 - The supervisor/manager must obtain authorization from HRM for all injury related COP, LWOP-IOD, or other leave requests prior to approving the PS Form 3971.
 - If the employee requests LWOP-IOD, the supervisor/manager must provide the employee with a CA7 and CA7a as per USPS policy and recommended bi-weekly by DOL/OWCP.
 - Provide the employee with: NRP, Phase 2, Employee Leave Information Letter, Partial Day, Supervisor/Manager
 - Record work hours provided to the employee and any COP, LWOP-IOD, or other leave requested by the employee for the remainder of the scheduled workday
 - Direct the employee to report for duty on their next scheduled workday.

OUTCOME: Managers and Supervisors will have conducted Work Status and Daily Determination meetings when an employee presents an updated medical or has a new injury..