

July 1, 2011

MEMORANDUM NO: 054HR-011

TO: Agency Administrators

FROM: Bobbie Chappell

VIA: Rip Colvin, Executive Director

RE: New Workers' Compensation Return-to-Work Law

Pursuant to Chapter 2011-59, Laws of Florida, our agency is required to establish and maintain a return-to-work (RTW) program beginning July 1, 2011. A RTW program helps employees successfully return to work as soon as possible after an injury, which promotes employee well-being and saves your agency significant Workers' Compensation costs. This requirement applies to all agencies and universities with more than 3,000 full time employees, and authorizes the Division of Risk Management to evaluate and report on the performance of the RTW programs. The Division has put all circuits and agencies JAC administratively serves under one umbrella, so we meet the requirement.

The new law requires that the Division of Risk Management analyze the performance of RTW programs and report findings to the Governor, President of the Senate, Speaker of the House of Representatives, and Chief Financial Officer starting with the Division of Risk Managements Annual Report due on January 1, 2013. To analyze RTW program performance, they are creating a dashboard for data collection. Information on the dashboard will be sent under separate cover to JAC's Executive Director and the Workers' Compensation Coordinator.

Recently, you completed the State Loss Prevention Program Evaluation, in which many of you indicated that you had a return-to-work program. Attached you will find JAC's Work Related Injury and Return-to-Work policy. If you do not have a policy in place, feel free to adopt our policy.

The Division is requesting that we provide our policies and procedures on our RTW program for their review. They have requested that it be provided on or before July 15, 2011. We are asking that you let us know by July 8, 2011 via email, if you plan to adopt this policy. If you already have a policy in place please send it to us by the same date, so we can accurately report back to the Division of Risk Management.

Please send all questions and responses to Andy Snuggs SnuggsA@justiceadmin.org.

Andy Snuggs, Senior Human Resources Coordinator

[Human Resources](#)

227 North Bronough Street, Suite 2100
Tallahassee, FL 32301
Phone: (850) 488-2415, ext. 238
Fax: (850) 922-9445
Email: SnuggsA@justiceadmin.org