



December 11, 2009

ALL PLANT MANAGERS, SUPERVISORS, POSTMASTERS, CUSTOMER SERVICE MANAGERS, MANAGERS DELIVERY OPERATIONS
SAN FRANCISCO DISTRICT

SUBJECT: Injured Employee: New Injuries and/or Receipt of New Medical SOP

PURPOSE:

To establish uniform procedures/responsibilities for management personnel for following the National Reassessment Process (NRP) guidelines when an injured employee provides to management a new traumatic injuries/occupational diseases or medical conditions, and/or an updated medical.

RESPONSIBILITIES OF MANAGEMENT:

Upon receiving notification of an injury, management must immediately discuss the medical limitation provided by the employee's physician with their District Assessment Team (DAT) Coordinator.

The DAT Coordinator is familiar with the NRP guidelines and will insure that the correct procedures and laws are adhered to. The Postal Service is required to make every effort to identify an assignment as close to the employees' date of injury assignment, based upon the medical restrictions provided by the employees treating physician. The Postal Service takes this obligation seriously.

The complexity of identifying an assignment within an injured employee's medical limitations and the need to consider each injury on a case-by-case basis necessitates the need to consult with your DAT Coordinator prior to presenting a job offer or initiating a search for work.

If your DAT Coordinator cannot be reached, you should call Randy Fetter, NRP Lead Operations at (415) 550-5339 or the HRM office at 415-550-5580 for guidance.

Please make sure all new medical limitations are faxed to the HRM office (415) 550-5006 within 24 hours, then mailed/submitted to the District HRM Office on the day of receipt from the employee.

HEALTH AND RESOURCE MANAGEMENT OFFICE
INJURY COMPENSATION
P O BOX 882108
SAN FRANCISCO CA 94188-2108
Fax: (415) 550-5066

If you have questions regarding the above, please call Randy Fetter, NRP Lead Operations at (415) 550-5339.


Winifred G. Groux