



# City of San Antonio

## Agenda Memorandum

**File Number:**17-3890

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**Agenda Item Number:** 5.

**Agenda Date:** 6/20/2017

**In Control:** Audit Committee

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### **AUDIT COMMITTEE SUMMARY**

**June 20, 2017**

**Office of Risk Management Modified Work Assignment Program**

Report Issued March 28, 2017

#### **Audit Objective**

Determine if management of the Modified Work Assignment Program for civilian employees is efficient and effective.

#### **Background**

The Modified Work Assignment Program is a facet of the worker's compensation program overseen and managed by the Office of Risk Management (ORM). The primary goal of this program is to assist employees, who sustain a work-related injury or illness, to safely return to work at the earliest, medically practical time. In this program, eligible employees are placed into temporary, modified work assignments comprised of duties that accommodate their work-related injuries or illnesses (e.g., equipment cleaning, clerical work, inventory, etc.). Eligible employees include full-time or part-time, non-uniformed employees who suffer temporary medical restrictions due to an on-the-job injury or work-related illness, and who have been released by their treating physician to perform restricted work activities.

#### **Audit Scope & Methodology**

The audit scope was from March 2016 to December 2016 and included all non-uniformed employees participating in the Modified Work Assignment Program during this period.

We interviewed personnel from the Office of Risk Management (ORM) and Human Resources Department (HR) to gain an understanding of department policies and procedures. We examined the program monitoring efforts as well as relevant documentation to test for compliance with the City Administrative Directive (AD) that governs the program (AD 4.37). Additionally, we examined the employment status of participants upon completion of the program.

#### **Audit Conclusions**

The Office of Risk Management (ORM) manages the Modified Work Assignment Program efficiently and effectively. Specifically, ORM has detailed policies and procedures as well as effective program

monitoring that ensures facilitation of the program in compliance with AD 4.37. Additionally, the Human Resources Department makes an effort to place employees in a new position within the City if permanent restrictions prevent the return to their original position.

There are no findings. Consequently, we make no recommendations to the Office of Risk Management.