



Electronic Return to Work Process

September 13, 2018

The Paper RTWP form is Electronic

Return to Work Processing Form Today's Date: 3/17/2015

Class: **9163** Cap ID: **4281** Supervisor: **Ayn Antonio**

Welcome back. Before returning to your normal duties, please follow the steps below to comply with DOT regulations and SFMTA policy regarding leaves of absence. Please complete steps in the order they are listed.

1. You are required to obtain a pre-employment drug test.
2. You are required to report to the License and Medical Desk.
3. You are required to report to the Training Department at 949 Presidio.
4. You are required to go through requalification training before returning to the platform
5. Report to your division superintendent for a check-in meeting before returning to work.
6. Return this completed form to your dispatcher before operating a vehicle.

Employee Signature: _____ Date: _____

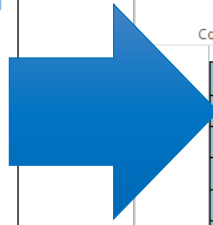
STEP 1
☐ Leave Start Date: 10/2/2013 Leave End Date: 3/18/2015 DOT Screening: REQUIRED
 Name: _____ Signature: _____ Date: _____
 RETURN TO WORK UNIT

STEP 2
☐ CDL Expiration: 7/19/2016 TS CDL Type: Permanent
 Required Class: BP Current Class: B **UNMATCHED DL CLASS** Pull Notice: No
 Med Expiration: 7/10/2015
 Name: _____ Signature: _____ Date: _____
 LICENSE AND MEDICAL DESK

STEP 3
☐ VTT 5 year: 7/19/2016 VTT Training Dates: _____
 Last VTT Annual: Not Entered In TransitSafe
 Name: _____ Signature: _____ Date: _____
 TRAINING DIVISION

STEPS 4 + 5
☐ Requalification Training: REQUIRED Requalification Training Provided: _____
 Superintendent Check-in Meeting: Required
 Name: _____ Signature: _____ Date: _____
 HOME DIVISION

STEP 6
☐ Dispatcher: You are verifying that the employee has returned to work and that all required steps above are completed and signed off. Please write the date the Operator returned to Platform below, sign your name, and return to Human Resources RTW Unit (1 South Van Ness Ave - 6th Floor) by Inter-Office mail immediately.
 Name: _____ Date Operator Returned to Platform: _____
 Signature: _____



Browser: https://team.sfmta... RTW 0 - New Form

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EDIT

Save Save As Close Paste Cut Print Preview
 Commit Clipboard Views

Current View: Bing 1

LICENSE AND MEDICAL INFO (SENSITIVE EMPLOYEE ONLY)

CDL Expiration: _____
 Required Class: _____
 Current Class: _____
 Medical Expiration: _____
 Approver Name: _____
 Approver Date: _____
 Approver Comment: _____

SF GENERAL HOSPITAL (SENSITIVE EMPLOYEE ONLY)

Employee Rec Medical Card: _____
 Status Report Sent: _____
 Sent To DMV: _____
 Approver Name: _____
 Approver Date: _____
 Approver Comment: _____

TRAINING (OPERATOR ONLY)

VTT 5 Year: _____
 Last VTT Annual: _____
 Requal Training: _____
 Requal Train Date: _____
 Approver Name: _____
 Approver Date: _____
 Approver Comment: _____

SUPERVISOR/DIVISION DISPATCHER

Approve Reject: (Yes or No) _____

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eReturn To Work

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This is the main page for the eReturn to Work site.
For any issue regarding this eReturn To Work site, Please contact helpdes

*IT Support

Workflow Tasks

[+ new task](#) or [edit](#) this list

✓	Title	Status	Priority	Due Date
	Supervisor Request approval	... Completed	(2) Normal	
	Supervisor Request approval	... Completed	(2) Normal	
	Woods : Superintendent Request Approval	... Completed	(2) Normal	
	Supervisor Request approval	... Completed	(2) Normal	
	Supervisor Request approval	... Completed	(2) Normal	
	Supervisor Request approval	... Completed	(2) Normal	

Return To Work eF

+ new document or dra

✓ Name First Nam

WFStage : Superintendent (18)

	Boyd-Jodie-Woods-2018-09-12T10_07_00 ✱	...	Jodie	Boyd	Superintendent	In Progress	4 hours ago
	Calloway-Jerry-Woods-2017-10-05T10_01_29	...	Jerry	Calloway	Superintendent	In Progress	October 23, 2017
	Fontenot II-Alonzo-Woods-2017-09-25T13_59_19	...	Alonzo	Fontenot II	Superintendent	In Progress	September 26, 2017

WFStage : DOT (1)

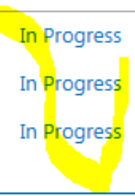
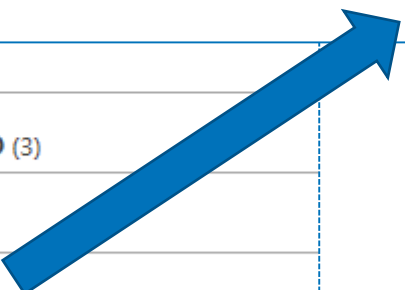
WFStage : DOT / LIC & MED (3)

WFStage : SFGH (1)

WFStage : Superintendent (18)

WFStage : Supervisor/Dispatcher (27)

WFStage : Training (5)



Workflow Status: RTWWork0 (Previous Version:2/23/2017 11:28:18 AM)

Workflow Information

Initiator: Cheong, Patrick

Started: 10/5/2017 10:01 AM

Last run: 10/5/2017 10:49 AM

Document: Calloway-Jerry-Woods-2017-10-05T10_01_29

Status: In Progress

1

If an error occurs or if this workflow stops responding, you can end it.
▣ [End this workflow.](#)

Tasks

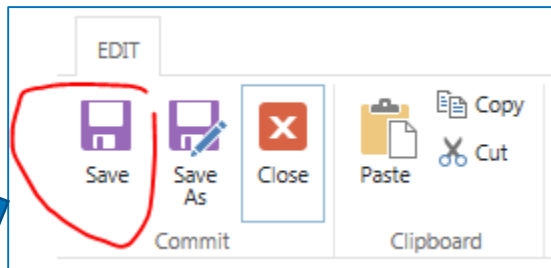
This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> <input type="checkbox"/> Assigned To	Title	Due Date	Status
<input type="checkbox"/> LicMed Reviewers	License & Medical		Completed
<input type="checkbox"/> VTT Reviewers	VTT		Completed
<input type="checkbox"/> RTWWoodsSuperintendent	Woods : Superintendent Request Approval		Not Started

2

- 1.Fill in eRTWP Form
- 2.Approve the Return to Work

Fill in RTWP Form



SUPERINTENDENT (MAINTENANCE / OPERATORS ONLY)	
Superintendent Name:	Ammee Alvior
Superintendent Review Date:	10/5/2017
Superintendent Review Comment:	
SUPERVISOR/DIVISION DISPATCHER	
Supervisor/Dispatcher Name:	
Return To Work Date:	
Reviewer's Comment:	

Workflow Information

Initiator: Cheong, Patrick
Started: 10/5/2017 10:01 AM
Last run: 10/5/2017 10:49 AM

Document: Calloway-Jerry-Woods-2017-10-05T10_01_29
Status: In Progress

1

If an error occurs or if this workflow stops responding, you can end it.
[End this workflow.](#)

Tasks

This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status
<input type="checkbox"/> LicMed Reviewers	License & Medical		Completed
<input type="checkbox"/> VTT Reviewers	VTT		Completed
<input type="checkbox"/> RTWoodsSuperintendent	Woods : Superintendent Request Approval		Not Started

2

Woods : Superintendent Request Approval

Use this page to approve or reject submissions. Note that rejecting an item does not delete it. [Learn about requiring approval.](#)
*** You are not authorized to approve this item.**

Approve this when the employee passes Training

Status
Approve / reject the item.

☐ Approved
☐ Rejected

Or you can [delegate](#) this task to another person.

Comment
Use this field to enter any comments about why the item was approved or rejected.


OK

Cancel

1. Fill in eRTWP Form
2. Approve the Return to Work

Return To Work eForm

[+ new document](#) or drag files here

✓  Name First Name Last Name WFStage RTV

▷ **WFStage : DOT** (1)

▷ **WFStage : DOT / LIC & MED** (3)



▷ **WFStage : SFGH** (1)

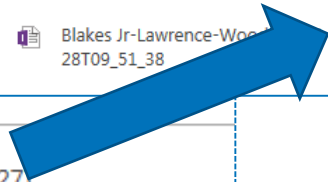
▷ **WFStage : Superintendent** (18)

▷ **WFStage : Supervisor/Dispatcher** (27)

▷ **WFStage : Training** (5)

◀ **WFStage : Supervisor/Dispatcher** (27)

	Azam-Hashim-Woods-2018-04-12T10_49_25	...	Hashim	Azam	Supervisor/Dispatcher	In Progress	April 16
	Blakes Jr-Lawrence-Wood-28T09_51_38	...	Lawrence	Blakes Jr	Supervisor/Dispatcher	In Progress	Yesterday at 11:34 AM



Workflow Status: RTWWork0

Workflow Information

Initiator: Cheong, Patrick
Started: 4/12/2018 10:49 AM
Last run: 4/16/2018 1:10 PM

Document: Azam-Hashim-Woods-2018-04-12T10_49_25
Status: In Progress



If an error occurs or if this workflow stops responding, you can end it.
▪ [End this workflow.](#)

Tasks

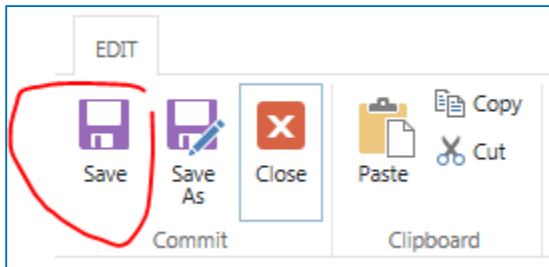
This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status
<input type="checkbox"/> LicMed Reviewers	License & Medical		Completed
<input type="checkbox"/> VTT Reviewers	VTT		Completed
<input type="checkbox"/> RTWWoodsSuperintendent	Woods : Superintendent Request Approval		Completed
<input type="checkbox"/> AllDispatchers	Supervisor Request approval		Not Started



- 1. Fill in eRTWP Form
- 2. **Approve** the Return to Work

Fill in RTWP Form



SUPERINTENDENT (MAINTENANCE / OPERATORS ONLY)	
Superintendent Name:	Ayn Antonio
Superintendent Review Date:	4/13/2018
Superintendent Review Comment:	
SUPERVISOR/DIVISION DISPATCHER	
Supervisor/Dispatcher Name:	James Jones
Return To Work Date:	4/14/2018
Reviewer's Comment:	

Workflow Status: RTWWork0

Workflow Information

Initiator: Cheong, Patrick
Started: 4/12/2018 10:49 AM
Last run: 4/16/2018 1:10 PM

Document: Azam-Hashim-Woods-2018-04-12T10_49_25
Status: In Progress

If an error occurs or if this workflow stops responding, you can end it.
End this workflow.

Tasks

This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status
<input type="checkbox"/> LicMed Reviewers	License & Medical		Completed
<input type="checkbox"/> VTT Reviewers	VTT		Completed
<input type="checkbox"/> RTWWoodsSuperintendent	Woods : Superintendent Request Approval		Completed
<input type="checkbox"/> AllDispatchers	Supervisor Request approval		Not Started

- 1. Fill in eRTWP Form
- 2. Approve the Return to Work

Supervisor Request approval

Use this page to approve or reject submissions. Note that rejecting an item does not delete it. [Learn about requiring approval.](#)
*** You are not authorized to approve this item.**

Can the employee return to work?

Approve / reject the item.

- Approved
- Rejected

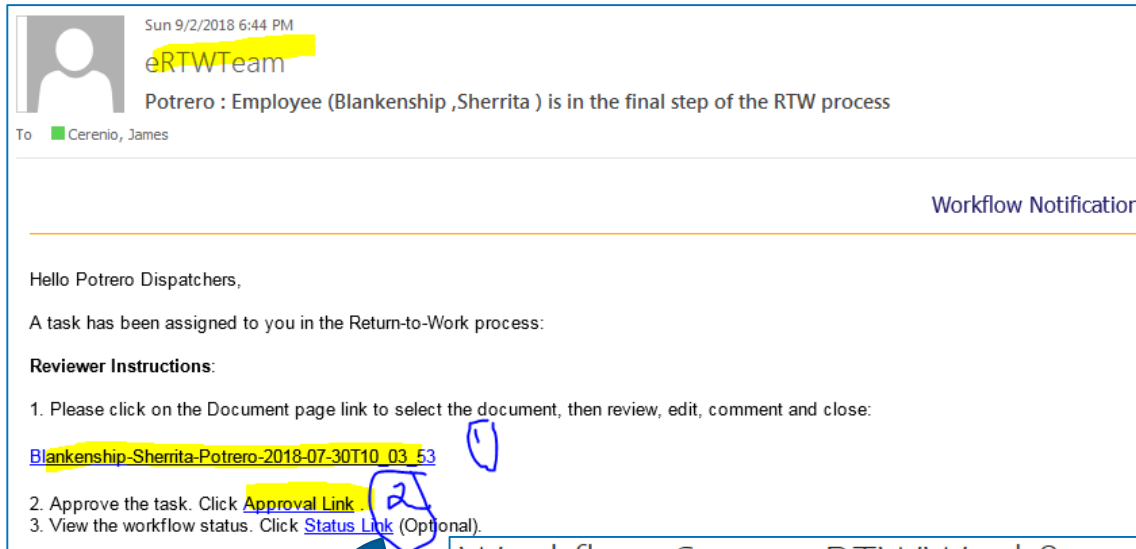
Or you can [delegate](#) this task to another person.

Comment

Use this field to enter any comments about why the item was approved or rejected.

OK Cancel

Emails from eRTWP System



You can also use the system emails links to navigate to the eRTWP:

1. Fill out the form, and
2. **Approve** the return to work

Workflow Status: RTWWork0

Workflow Information

Initiator: Ramirez, Carlos
Started: 7/30/2018 10:03 AM
Last run: 9/2/2018 6:44 PM

Document: Blankenship-Sherrita-Potrero-2018-07-30T10_03_53
Status: Completed

Tasks

This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status
<input type="checkbox"/> LicMed Reviewers	License & Medical		Completed
<input type="checkbox"/> VTT Reviewers	VTT		Completed
<input type="checkbox"/> RTWPotreroSuperintendent	Potrero : Superintendent Request Approval		Completed
<input checked="" type="checkbox"/> Cerenio, James	Supervisor Request approval		Completed

Handwritten annotations: A blue circle with the number '1' is next to the 'Status' column. A blue circle with the number '2' is next to the 'Supervisor Request approval' task.

If the MTA network is down...

Return to Work Processing Form		Today's Date: 3/17/2015
<div style="background-color: black; height: 15px; width: 100px;"></div>		
Class: 9163	Cap ID: 4281	Supervisor: Ayn Antonio
<p>Welcome back. Before returning to your normal duties, please follow the steps below to comply with DOT regulations and SFMTA policy regarding leaves of absence. Please complete steps in the order they are listed.</p> <ol style="list-style-type: none">1. You are required to obtain a pre-employment drug test.2. You are required to report to the License and Medical Desk.3. You are required to report to the Training Department at 949 Presidio.4. You are required to go through requalification training before returning to the platform5. Report to your division superintendent for a check-in meeting before returning to work.6. Return this completed form to your dispatcher before operating a vehicle. <p>Employee Signature: _____ Date: _____</p>		
STEP 1	Leave Start Date: 10/2/2013 Leave End Date: 3/18/2015 DOT Screening: REQUIRED	
<input type="checkbox"/>	Name: _____ Signature: _____ Date: _____ RETURN TO WORK UNIT	
STEP 2	CDL Expiration: 7/19/2016 TS CDL Type: Permanent Required Class: BP Current Class: B UNMATCHED DL CLASS Pull Notice: No Med Expiration: 7/10/2015	
<input type="checkbox"/>	Name: _____ Signature: _____ Date: _____ LICENSE AND MEDICAL DESK	
STEP 3	VTT 5 year: 7/19/2016 VTT Training Dates: _____ Last VTT Annual: Not Entered In TransitSafe	
<input type="checkbox"/>	Name: _____ Signature: _____ Date: _____ TRAINING DIVISION	
STEPS 4 + 5	Requalification Training: REQUIRED Requalification Training Provided: _____ Superintendent Check-in Meeting: Required	
<input type="checkbox"/>	Name: _____ Signature: _____ Date: _____ HOME DIVISION	
STEP 6	Dispatcher: You are verifying that the employee has returned to work and that all required steps above are completed and signed off. Please write the date the Operator returned to Platform below, sign your name, and return to Human Resources RTW Unit (1 South Van Ness Ave - 6th Floor) by Inter-Office mail immediately.	
<input type="checkbox"/>	DISPATCHER Name: _____ Date Operator Returned to Platform: _____ Signature: _____	

If the eRTWP is down, the old **paper** RTWP form will be given to the Operator to complete the return process.