

ORWELL TOWN SCHOOL BOARD

TRANSITIONAL RETURN TO WORK POLICY

Each school will designate a Workers' Compensation Coordinator (WCC).

1. PURPOSE

To provide temporary, transitional work (TTW) for employees who are unable to perform all duties of their regular job.

To provide such work within the functional capacity of the employee.

To provide meaningful, productive work that allows and/or facilitates medical rehabilitation.

2. SCOPE OF ELIGIBILITY

Any employee who has sustained a work-related illness or injury that affects work capacity.

3. DURATION

TTW will not normally be made available for longer than 6 months for any given incident of injury or illness.

4. REINSTATEMENT IN REGULAR JOB

At conclusion of TTW, employees will be offered a return to a regular job with reference to the requirements of the Family Medical Leave Act, Pregnancy Leave, Workers' Compensation Law and/or the Americans with Disabilities Act.

5. RESPONSIBILITY

Workers' Compensation Coordinator (WCC) in consultation with the employee's attending physician will recommend assignment to TTW.

As medically appropriate, the WCC will also recommend modifications in the TTW with similar consultation.

If discrepancies cannot be resolved, an Independent Medical Evaluation will be recommended as defined by Worker's Compensation Law.

6. MANAGEMENT

Assure that employee reports incidents of illness and injury on day of onset and is referred to WCC.

Approve TTW work plan.

Assures that employee works within the restrictions of the TTW plan.

Monitors employee's compliance with TTW plan.

Assures co-workers cooperation.

7. EMPLOYEE

Report all injuries and illnesses to supervisor on the day of onset.

Advise the WCC and supervisor about their ability to perform the work tasks as outlined in the TTW plan.

Work within the restrictions of the TTW plan.

Advise the WCC of the progress of his/her physical capacity.

Maintain regular contact with the WCC regarding medical status.

Obtain medical advice and follow prescribed treatment plan.

Cooperate with claim management personnel.

Meet acceptable job performance standards within the TEMPORARY ALTERNATE DUTY JOB.

8. COMPENSATION

TEMPORARY ALTERNATE DUTY employees will be compensated at an appropriate rate of pay.

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Date warned: January 30, 2004

Date approved: February 24, 2004