

**BIGGS UNIFIED SCHOOL DISTRICT**

**TRANSITIONAL  
RETURN-TO- WORK PROGRAM**

**2008/2009**



# **Biggs Unified School District Transitional Return-To-Work Program**

## **INTENT OF PROGRAM**

**It is the intent of Biggs Unified School District to support the development, implementation, and monitoring of a Transitional Return-To-Work program that is consistent with the workers' compensation laws of California, Board Policy, and all applicable state and federal disability and discrimination laws where applicable.**

## **DEFINITION OF TRANSITIONAL WORK**

**The Transitional Return-To-Work Program is intended to assist an industrially injured employee to regain the ability to perform the essential functions of his/her job. The ultimate purpose is to return employees who suffer industrial-related injuries to work as soon as possible, in a position that is within the medical restrictions outlined by the treating physician that can be accommodated. This is referred to as a "Transitional Return-To-Work Program". Biggs Unified School District intends to implement a Return-To-Work program for industrial injuries. The assignment to temporary modified work is a transitional process only and is not intended to establish permanent "light duty" assignments or displace other employees. It is the intent of the program for no single modified or alternative "transitional" position to exceed 40 working days.**

## **INTENTION OF TRANSITIONAL WORK**

**UNDER NO CIRCUMSTANCES DOES THIS PROGRAM INTEND TO ESTABLISH NEW POSITIONS, NEW ASSIGNMENTS OR DISPLACE OTHER EMPLOYEES.**

- Its intention is to utilize the resources of an employee for the District.**
- It has been experienced by numerous employers that most employees would prefer to return to their regular assignments.**
- It has also been experienced that injured employees are much more inclined to recover quicker when the transitional job is in lieu of remaining at home.**

## **TYPES OF TRANSITIONAL ASSIGNMENTS**

**The purpose of the Biggs Unified School Districts Return-To-Work Program is to allow the district to implement a flexible program that will benefit both the injured employee and the district. It is imperative to keep this purpose in mind when identifying temporary transitional/modified work assignments.**

**If medical restrictions are minor, regular job duties may be modified to accommodate the employee's restrictions. As restrictions become more specific, the assignments will also become more specific and defined. Each case will be evaluated on an individual basis.**

**As there are overflow tasks and activities throughout the district in various individual departments, these tasks can be assigned on a temporary basis to an injured employee. Having these tasks completed would benefit the district, as well as provide the injured employee an opportunity to for early return to work.**

**Participation in this program will include a review no less frequently than 20 working days.**

**The Return-To-Work Coordinator will survey department heads to identify possible temporary modified work assignments and determining interest in receiving employees on modified work assignment. Temporary transitional/modified work assignments may be:**

- **The employee's same work unit and same job, but within restrictions.**
- **The employee's same work unit but different job tasks within the restrictions.**
- **A different work unit and different job tasks within restrictions.**
- **A variety of work units with varying tasks within the restrictions.**

### **ADMINISTRATIVE PROCEDURES**

**The Superintendent or his/her designee will be the designated Return-To-Work Coordinator. The responsibilities of the Return-To-Work Coordinator will be to:**

- **Locate, monitor and place injured employees in temporary modified assignments.**
- **Determine job modification or develop alternative modified work assignments.**
- **Inform employees, supervisors, and medical treatment facilities of the temporary modified assignments.**

- **Discuss/review the program with supervisors. They will be paramount to effective supervision of the employee while in a temporary modified assignment.**

## **OPERATING PROCEDURES**

- 1. A report/packet of an employee's work injury is completed on site and immediately forwarded to the Risk/Benefits Manager at the District Office.**
- 2. The employee is sent to an approved or designated physician.**
- 3. The employee receives a medical examination and/or treatment and is given a notice to return to work with or without restrictions. The employee must contact the Risk/Benefits Manager before reporting to the work site.**
- 4. If the medical report and /or modified duty order lists restrictions, the Risk/Benefits Manager and employee's supervisor will determine if the employee can return to his/her regular job duties while remaining within the restrictions listed.**
  - a) If the restrictions are such that the regular job cannot be modified, the Risk/Benefits Manager will assign one or more of the transitional tasks available, within the work restrictions noted, to the employee.**
    - i) A "Transitional Modified Work Agreement" will be signed by the employee, agreeing to the temporary assignment, before the transitional task can begin.**
    - ii) The form must also be signed by the assignment's supervisor and on file with the Risk/Benefits Manager.**
    - iii) The Risk/Benefits Manager will keep a "Transitional Return-To-Work Log" to monitor the 20-day review mark and the 40-day maximum.**
  - b) If the restrictions are such that no transitional work can be found or if the Employee has been on the program for longer than a maximum of 40 working days, as appropriate the employee will be placed on temporary disability, sick leave, or other available leave until appropriate transitional work is available, or restrictions are lifted.**
  - c) If the employee refuses the transitional work offered, no temporary disability payments, including Industrial Leave, are payable and other leaves will be subject to approval by the Personnel Department.**
- 5. No employee on transitional assignment is to work overtime or more than contract hours.**
- 6. Employees are responsible for informing the Risk/Benefits Manager and his/her**

**supervisor of all medical appointments and treatment as soon as reasonably feasible. Any changes in the employee's medical status shall be reported immediately to the Risk/Benefits Manager and his/her supervisor.**

- 7. If a physician determines that an employee will never be able to return to his/her Regular duties, the Workers' Compensation Claims Adjuster may make a determination of his/her status with respect to appropriate options for vocational rehabilitation following the interactive process and after a complete review of the case.**