

Purpose

It is the intent of Ambridge Area School District Return-To-Work (RTW) Program to provide temporary modified-duty for employees who are partially disabled due to work related illness or injuries, regardless of employment status (regular or seasonal employees). Each department will attempt to accommodate employees who are released by the Physician to modified duty and/or cannot perform the basic duties of their job. This policy provides guidelines for administering a modified duty program to limit the number of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature.

Ambridge Area School District will make every effort to bring ill or injured employees back to work as long as this will not cause any harm to the employee, others, or company property.

Ambridge Area School District shall strive to assist the employee to return to his or her former position, and to cooperate in the employee's rehabilitation.

Scope

Ambridge Area School District will provide temporary transitional duty whenever possible for all regular and seasonal employees.

Objectives

The objectives of Ambridge Area School District Return-To-Work Program are to:

- Allow the employee to remain in the work force and resume productive employment as soon as possible.
- Enable the worker to gradually overcome medical restrictions through a transitional period of modified-duty, work reconditioning assignments.
- Comply with all applicable parts of the Americans with Disabilities Act (ADA) and with all appropriate parts of the Family and Medical Leave Act (FMLA).
- Comply with all applicable state laws

Type of Work

Ambridge Area School District will provide temporary transitional duty whenever possible and practical, and will cooperate in every way possible to provide regular duties on a limited basis, modified duty, and/or special assignments for the recovering employee. Whenever possible, attempts will be made to allow the employee to remain in his or her original classification or job function with modified duties.

Special assignments and/or modified duties in addition to regular duties will be determined by the Director of District Operations and by the supervisor of the department in which the employee will be working after taking into consideration the employee's medical restrictions.

Ambridge Area School District maintains the right to assign employees on modified duty to any job within the facility that will not exceed their restrictions and they are capable of doing. Modified duties may not be desirable to the employee. Job availability for work related injuries will take precedence over non-work related injuries.

Employees on modified duty may be assigned to work on any shift at the discretion of the company. While modified duty employees may not be able to work or be assigned to work a full-time schedule, in no case shall modified duty employees work overtime.

Department supervisors will supervise all employees undergoing rehabilitation and/or modified duty. When these employees are assigned to their regular departments, they will report to the supervisor in that department under the direction of the Director of District Operations. Employees undergoing rehabilitation who are not working in their regular departments will be given assignments by the Director of District Operations or in his absence the immediate supervisor.

On evening shifts, night shifts, and weekends, modification of job duties may be made at any time by the supervisor of an employee who has reported an injury, until the employee sees the Director of District Operations.

Medically Unable to Report

Any person who is unable to report for work due to an injury or illness, if it is work related must check in with the Director of District Operations at least once a week. **It is important to remember the only person who can put you off of work for a work related injury is the treating physician.** If you feel you cannot come to work a note/work status is expected from the treating physician. The injured employee may be asked to produce appropriate medical documentation on his or her condition to verify there has or has not been a change in their physical status as it affects returning to work. At the discretion of Ambridge Area School District the employee may be asked to see a physician that the Company designates. The employee will be responsible for paying their portion of their benefits (i.e. Medical, Vision, etc) while they are unable to report.

Employee's Responsibilities

The employee shall be responsible to report all job-related injuries and any medical restrictions to the Director of District Operations and to their immediate Supervisor. The employee shall keep the Director of District Operations and their Supervisor informed of any change in job-related restrictions.

The employee shall adhere to all medical advice and directives as prescribed by the treating physician, nurse, or other medically qualified professional. The employer should question any medical directives which may not be clearly understood. Failure to adhere to any medical restrictions may result in disciplinary action.

The employee shall not perform any activity which is not in accord with job-related restrictions, both on and off the job. If the employee feels that tasks have been assigned which violate these restrictions, he or she should immediately inform his or her Supervisor. Failure to adhere to any work-related medical restrictions may result in disciplinary action.

Doctor's Appointments

Ambridge Area School District notification policy regarding doctor's appointments will also apply to employees undergoing rehabilitation. If the employee requires follow-up treatment for a doctor's appointment which cannot be scheduled during his or her non-working time, Workers compensation shall compensate the employee for any straight-time lost from work due to said treatment or appointment; provided that the employee must have given the workers compensation carrier sufficient and reasonable prior notice that such treatment or appointment could not be scheduled during non-working time, in which case Ambridge Area School District shall have the right to attempt to change the employee's treatment or appointment to non-working time and, if able to do so, the employee shall not be entitled to compensation if the employee chooses nevertheless to keep the treatment or appointment on working time.

Failure to Participate

Employees who are assigned to modified duty are expected to keep medical appointments and participate in follow-up rehabilitation treatment as necessary. Failure of the employee to participate in medical and rehabilitation treatment may be considered a violation of work rules and may result in disciplinary action.

Medical Re-evaluation

Employees shall be re-evaluated by a company designated physician within 14 days of their last examination to determine whether their modified duty status should be continued.

Supervisor's Responsibilities

The Supervisor for the area that the injured employee is assigned for modified duty shall ensure that the employee understands his restrictions and is complying with job-related restrictions as noted on the modified duty form.

Supervisors directing modified duty employees shall assign those employees to jobs which can accommodate their restrictions. If no jobs are available within your department, contact the Director of District Operations to discuss options or arrange for departmental transfer.

Each supervisor should compile and maintain a list of departmental job duties that meet light duty requirements. This list should be updated quarterly and a copy given to the Director of District Operations.

Program Coordination

The Director of District Operations will coordinate the Return-To-Work Program. This includes the responsibility to review and update the program as needed to ensure that it meets the needs of Ambridge Area School District and its employees.

Decisions regarding the appropriateness of modified duty and contacts with the affected employee, the employee's supervisor, and medical personal shall be made by the Director of District Operations.

The Director of District Operations will arrange for temporary work assignment for modified duty employees where no appropriate work is available within the employee's regular department.

The Director of District Operations or his/her designee will be the primary contact with all physicians and medical professionals, and shall provide information on an injured employee's current job description, the modified duty policy, and the types of modified duty which are available.

The Director of District Operations or his/her designee will also provide such physicians with periodic updates and any change of status relating to the modified duty program. If additional information is requested by medical professionals, such as job descriptions for a specific ill or injured employee, the Director of District Operations or his/her designee shall provide such additional information.

.