

**All Personnel**

BP 4113.4(a)

4213.4

**TEMPORARY MODIFIED/LIGHT-DUTY ASSIGNMENT**

4313.4

**Transitional Return to Work Program**

**Introduction**

Saugus Union School District's most valuable assets are our employees. The District has implemented the Return to Work Program to return injured employees to work after an injury. It provides an innovative and professional approach to taking care of our most valuable asset during a time of need.

The Governing Board recognizes that, when employees have temporary disabling medical conditions, temporary modified or light-duty assignments can allow the district to continue to use their valuable knowledge, skills, and abilities while minimizing time away from work. Temporary modified/light-duty assignments may also serve to facilitate the employee's transition back to his/her regular duties or full-time work.

In order to assist injured employees with the recovery process and to encourage an early return to work status, the District has implemented a program which reviews, on a case by case basis, the restrictions outlined in the physician's medical report to determine if an injured employee can return to work with modifications to their usual and customary job or to a temporary modified/alternative work assignment.

**Definition and Parameters**

Modified work assignments are temporary assignments to assist the injured employee to transition back to his/her regular duties or full-time work. This type of duty is a "transitional" process which enables the employee to return to work until medically recovered and able to return to his/her regular duties. The maximum duration of the transitional assignment will be determined on a case by case basis.

*Legal References: (see next page)*

**TEMPORARY MODIFIED/LIGHT-DUTY ASSIGNMENT (continued)**

BP 4113.4(b)  
4213.4  
4313.4

*Legal Reference:*

EDUCATION CODE

*44984 Required rules for industrial accident and illness leave*

*45192 Industrial accident and illness leave for classified employees*

Policy

Adopted: November 1, 2005

Revised: April 18, 2017

GAMUT: 7/07

**SAUGUS UNION SCHOOL DISTRICT**

Santa Clarita, California

**All Personnel**

AR 4113.4(a)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS**

4313.4

**Program Objectives**

- A. Provide a means for an injured employee to return to the workplace as soon as safely possible.
- B. Provide a means of maintaining the employee's job skill, self-esteem and morale, while enabling him/her to progress back to his/her regular duties.
- C. Maintain organizational productivity by allowing the employee to perform tasks that are part of the employee's normal assignments or assist in another department if necessary.
- D. Reduce the need for temporary help due to the absence of the injured worker
- E. Improve communication with the injured employee and ensure them of their value at the District.
- F. Reduce extended periods of medical treatment and associated costs. Injured employee recovery periods are lessened if accommodated assignments are made available in lieu of remaining at home.

**Operating Procedures for industrial Injuries**

- A. The employee would notify their supervisor of an injury and to obtain the proper forms to complete. They will then call Company Nurse who will determine if medical treatment is appropriate. If treatment is deemed necessary Company Nurse will make a referral to an authorized medical provider within the network (MPN) and an authorization for treatment will be automatically sent.
- B. The medical provider will evaluate the employee provide treatment within ACOEM guidelines and determine whether to return the employee to unrestricted regular duty or if temporary work restrictions are necessary.
- C. The employee must provide the doctor's note to their supervisor or to the Return to Work coordinator/Risk Manager, Tonia Erickson at the District Office, so that the District can proceed with an interactive meeting to review and determine if temporary accommodations can be made.
- D. The Return-to-Work Coordinator will review the medical report and the employee's job description.
  - 1. If the medical report lists restrictions, the Return-to-Work Coordinator along with the employee's supervisor and the employee will review and determine if the employee can return to their regular job within the restrictions.

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS** (continued)

2. If the Return-to-Work Coordinator in conjunction with the employee's supervisor and the employee determines the employee cannot return to their regular job within the restrictions, the Return-to-Work Coordinator will attempt to place the employee in a temporary modified/alternative work assignment within the restrictions outlined in "Physician's Medical Report".
  3. If the Return-to-Work Coordinator in conjunction with the employee's supervisor and employee determines the employee cannot return to their regular job or to a temporary modified/alternative work assignment within the restrictions, the employee will be placed on temporary disability, sick leave, or other available leave until the restrictions have been changed or are removed.
- E. A modified/alternative work offer letter, listing the restrictions and defining the employee's responsibilities must be provided and signed by the employee and supervisor
- F. If the employee refuses the temporary modified/alternative work assignment, no temporary disability payments are payable, and sick leave/other leaves will be subject to approval by the Human Resources Department.

If the employee is given an "Off Work Order - Temporary Total Disability" from the treating physician, this should be closely monitored by the Return-to-Work Coordinator for a possible return to a temporary modified/alternative work assignment.

**For Non-Industrial Injuries**

- A. The employee would notify their supervisor of an injury and to obtain the proper forms to complete.
- B. The employee must provide the doctor's note to their supervisor or to Luz Blanco in the Human Resources department, at the District Office, so that the District can proceed with an interactive meeting to review and determine if temporary accommodations can be made.
- C. The HR Department will review the medical report and the employee's job description.
  1. If the medical report lists restrictions, the HR Department along with the employee's supervisor and the employee will review and determine if the employee can return to their regular job within the restrictions.

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS** (continued)

2. If the HR Department in conjunction with the employee's supervisor and the employee determine the employee cannot return to their regular job within the restrictions, the HR Department will attempt to place the employee in a temporary modified/alternative work assignment within the restrictions outlined in "Physician's Medical Report".
3. If the HR Department in conjunction with the employee's supervisor and employee determines the employee cannot return to their regular job or to a temporary modified/alternative work assignment within the restrictions, the employee will be placed on sick leave or other available leave until the restrictions have been changed or are removed.
4. A modified/alternative work offer letter, listing the restrictions and defining the employee's responsibilities must be provided and signed by the employee and supervisor
5. If the employee refuses the temporary modified/alternative work, sick leave/other leaves will be subject to approval by the Human Resources Department.

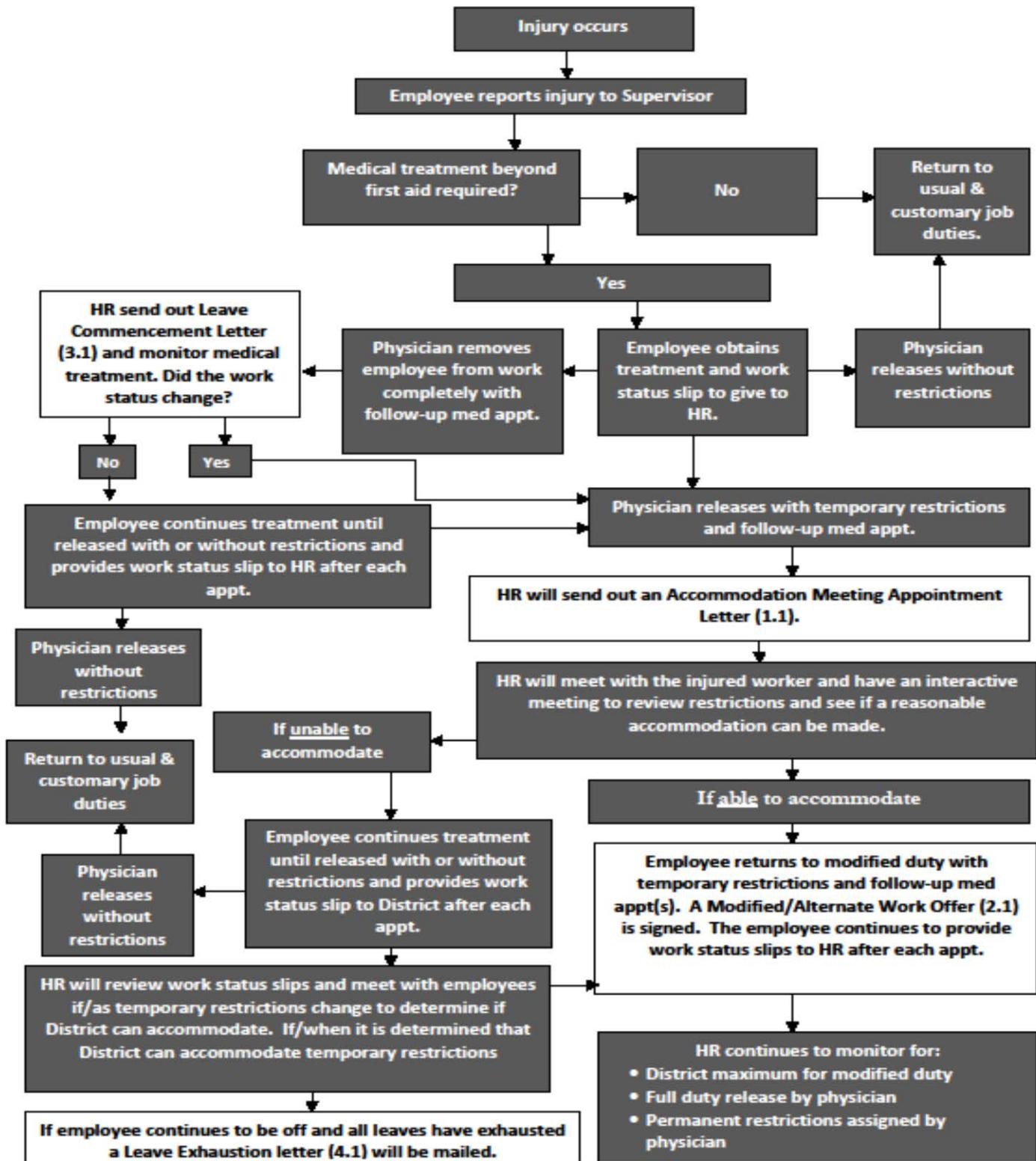
If the employee is given an "Off Work Order" from the treating physician, this should be closely monitored by the HR Department for a possible return to a temporary modified/alternative work assignment.

**Program Provisions**

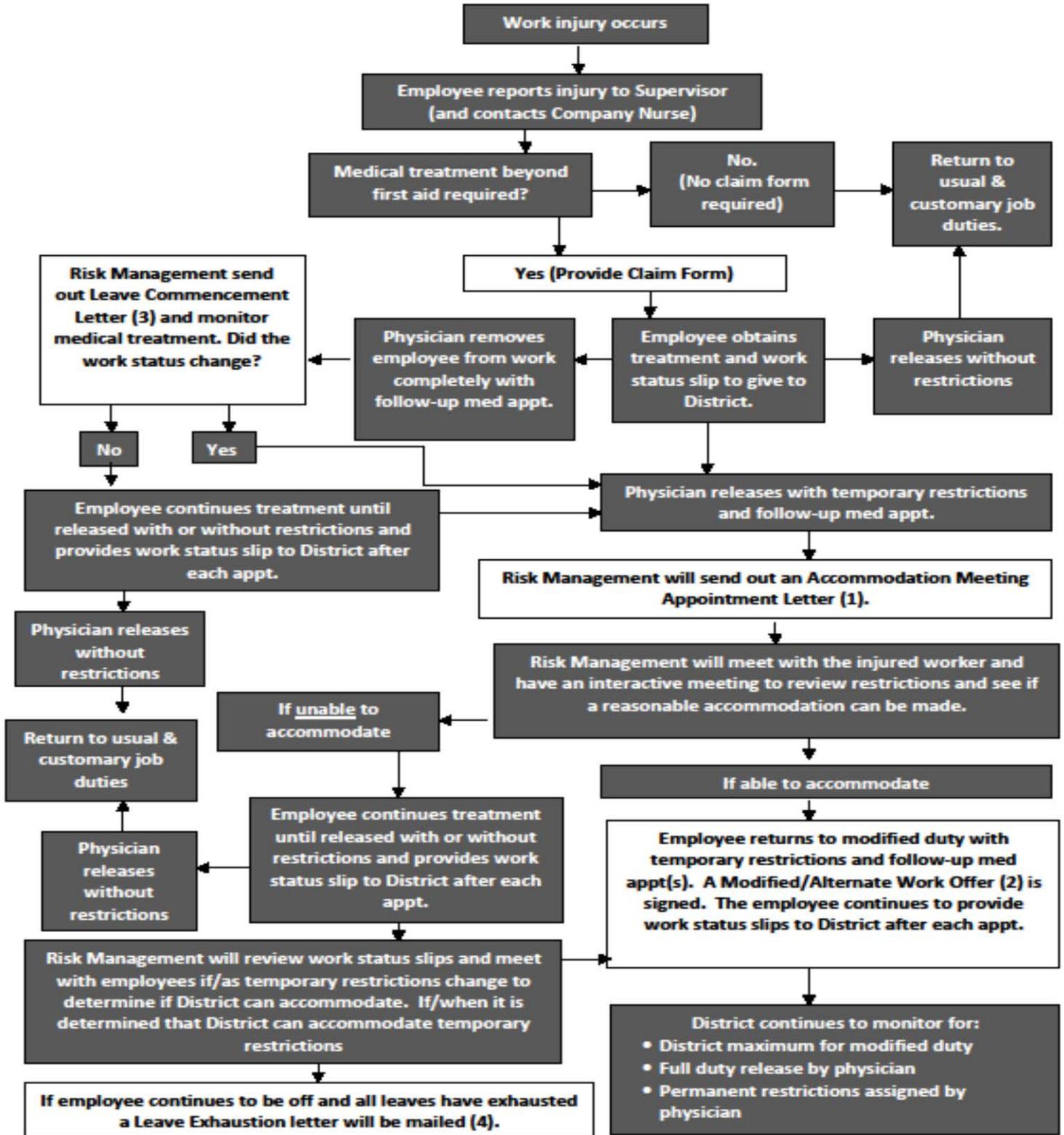
- A. Under no circumstance does this program intend to permanently establish new positions within the District. Its intent is to continue to use the employee's valuable knowledge, skills, and abilities while minimizing their time away from work.

The District recognizes the benefits of implementing a Return-To-Work Program in accordance with the aforementioned terms and, therefore, agrees to voluntarily participate in adopting such a program

TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continue)



TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continued)



**All Personnel**

E 4113.4(b)(1)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS**

4313.4

**Certificated Staff: Teachers/Administrators**

Saugus Union School District has developed a Return to Work Program to benefit all employees and the District. The following are modified alternate work assignments that can be done while an employee is on limited duty. Please ensure to review the restrictions and the assignment to ensure the employee is working within the restrictions provided by the medical professional. The employee may be asked to complete a combination of assignments depending on the work load and the length of his/her recovery period.

Modified/Alternative Work Assignments

- Photocopying
- Inventorying/organizing/reordering of supplies
- Laminate posters and/or other projects
- Answering telephones
- General office tasks
- Assist other teachers by grading papers, preparing assignments
- Assist students working with small groups that need support
- Provide extra support for teachers/students (reading groups, math skills, general tutoring)
- Monitoring students during testing and assignments
- Provide extra supervision during library and computer/media lab time
- Organize books and library materials
- Assist classrooms visiting the library with book returns and checkouts
- Update the library database
- Repair books and other library material
- Update library bulletin boards and displays
- Inventory all library items
- Clean library equipment
- Organize and clean computer/media lab
- Assist in setting up and monitoring student assignments



**All Personnel**

E 4113.4(c)(1)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS** (continue)

4313.4

### **Custodian, Maintenance & Operations and Groundskeepers**

Saugus Union School District has developed a Return to Work Program to benefit all employees and the District. The following are modified alternate work assignments that can be done while an employee is on limited duty. Please ensure to review the restrictions and the assignment to ensure the employee is working within the restrictions provided by the medical professional. The employee may be asked to complete a combination of assignments depending on the work load and the length of his/her recovery period.

#### **Modified/Alternative Work Assignments**

- Using a site safety inspection checklist, walk through and inspect the campus (parking lots, sports fields, auditoriums, swimming pool areas, theaters, restrooms, gyms, etc. for any potential safety issues and correct or report
- Using playground safety checklist, inspect equipment and surrounding areas, clear any trash or debris, sweep and clean around playground area
- Test sprinklers ensure they are working correctly and they are not causing overflow into walkways
- Water areas that do not have automatic sprinklers
- Assist with hand weeding areas not accessible to machines, i.e. flower beds and edges
- Prune trees, bushes, shrubs and flowers
- Mow, fertilize and maintain lawns
- Inspect field and cover large holes
- Test eyewash/deluge ensure they are working correctly report and correct any issues
- Cleaning of tools/equipment ensure they are working correctly report and correct any issues
- Inspect ladders and step stools to ensure they are in safe and working correctly
- Complete inventory on tools and supplies
- Clean storage areas
- Power wash areas where needed
- Inspect exit signs, air conditioning filters, air returns, emergency lighting, sinks/spikets and facets for leaks, fans in restrooms, restrooms for leaks, drainage of sinks, alarm panels, certificates in elevators, wheel chair lifts for permits, emergency exits for clearance, surge protectors, clearance around water heaters and electrical panels

**All Personnel**

E 4113.4(c)(2)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continued)**

4313.4

- Clear any trash or debris around the campus, collect any lost and found articles, clear rain gutters and drains of leaves and debris, check and clean drinking fountains
- Clean windows, window sills, mirrors and glass display cases
- Clean window blinds
- Check campus and all classrooms for fire extinguishers, evacuation maps, safety posters, first aid kits, student emergency packets, earthquake preparedness kits
- Check all areas for working light bulbs and change any as needed
- Review Injury Illness Prevention Program (IIPP) to ensure current
- Organize work orders, files, warrantees and manuals
- Organize misc. paperwork
- Check classrooms, cabinets and other areas where chemicals are kept to ensure organized, clean, labeled and secure. Update Safety Data Sheets (SDS) or Keenan SDS program as needed
- Clean white boards, chalkboards
- Clean desks, remove gum from under desks
- Sweep floors, clean baseboards
- Clean walls and doors, door knobs and fixtures removing marks, staples and tape
- Deep clean bathrooms, replenish items as needed, remove graffiti
- Touch up paint
- Clean computer monitors, keyboards and other electronics
- Ensure all electronic cables are properly secured and labeled
- Complete Keenan Safe Schools courses: Arson Awareness & Prevention, Cooper Theft Awareness, Crime Prevention through Physical Security, Safety Basics for
- Security Staff, Bloodborne Pathogens Exposures for Custodian & Maintenance, Slips/Trips & Falls for Custodians, Back Injury Prevention for Custodians & Maintenance
- Provide assistance directing traffic

**All Personnel**

E 4113.4(c)(3)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continued)**

4313.4

- Provide security assistance by performing perimeter checks
- Provide security assistance by performing gate duty
- Provide assistance to others by spotting co-workers on ladders or in work areas as needed
- Lock and unlock gates and doors as needed
- Other: \_\_\_\_\_

## All Personnel

E 4113.4(d)(1)

4213.4

## TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continued)

4313.4

### Aides

Saugus Union School District has developed a Return to Work Program to benefit all employees and the District. The following are modified alternate work assignments that can be done while an employee is on limited duty. Please ensure to review the restrictions and the assignment to ensure the employee is working within the restrictions provided by the medical professional. The employee may be asked to complete a combination of assignments depending on the work load and the length of his/her recovery period.

#### Modified/Alternative Work Assignments

- Photocopying/scanning documents
- Shred confidential documents, organize files, purge outdated files/material
- Telephone parents to report absences
- Update databases
- Fold, stuff and prepare mailers for distribution
- Inventorying/organizing/reordering of supplies
- Laminate posters and/or other projects
- Answering telephones
- General office tasks
- Supervise students on campus before school, during recess, during lunch, in between classes and after school
- Monitor bathrooms
- Assist other teachers by grading papers, preparing assignments
- Assist students working with small groups that need support
- Provide extra support for teachers and students (reading groups, math skills, general tutoring)
- Monitoring students during testing and assignments
- Provide extra supervision during library and computer/media lab time
- Organize books and library materials
- Assist classrooms visiting the library with book returns and checkouts

**All Personnel**

E 4113.4(d)(2)

4213.4

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENTS (continued)**

4313.4

- Update the library database
- Repair books and other library material
- Update library bulletin boards and displays
- Inventory all library items
- Clean library equipment
- Organize and clean computer/media lab
- Assist in setting up and monitoring student assignments
- Special Education Lifting and Transferring, Safety in the Classroom, Wheelchair Securements, Evacuation Planning, Child Safety Restraint, Bloodborne Pathogens Exposure for Support Staff
- Other: \_\_\_\_\_