

REGULATION

PATERSON SCHOOL DISTRICT

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Transitional Duty Early Return to Work
Program - Support Staff Members

R 4425.1 TRANSITIONAL DUTY EARLY RETURN TO WORK PROGRAM - SUPPORT STAFF MEMBERS

The Transitional Duty Early Return to Work Program shall be administered by the Office of Risk Management.

A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured in the performance of their job.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Risk Management office. The Risk Management Office will direct the injured staff member to a school's main office, a school nurse, or the workers' compensation physician.
 - a. In the event the injury requires emergent medical treatment, the staff member may be directed to the workers' compensation physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member as soon as practical.
3. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Risk Management Office will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician.

B. Physician's Workers' Compensation Examination and Evaluation and Transitional Duty

1. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any. The workers' compensation physician's report will also include a diagnosis, to



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the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Office of Risk Management.

2. The Risk Management Office will review the workers' compensation physician's report with the administrator to make a determination if modified duty is an option for the injured staff member.
3. There is no permanent transitional duty and all transitional duty positions are temporary.
4. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
5. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
6. There will be communications among the Risk Management Office, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
7. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.

C. Assignment of Job Tasks

1. Assigning transitional duty to staff members will be decided on a case-by-case basis.
2. Job tasks for staff members on transitional duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
3. The injured staff member's immediate supervisor shall provide periodic status reports to the Risk Management Office for any staff member assigned transitional duty.
4. There is no restriction on the school district location or the type of transitional duties assigned to a staff member provided it is consistent with the limitations



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detailed by the workers' compensation physician. These transitional duties may be assigned to a full or partial day schedule depending on the staff member's limitations.

5. Staff members are required to follow the Risk Management Office/school administrator and/or supervisor directives regarding:
 - a. Job assignments and tasks;
 - b. Attending scheduled doctors' appointments; and
 - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Risk Management Office.

D. Compliance With Laws

The Transitional Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

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