School Administrative Unit # 77
Monroe School District
School Board Policy

GBGD

FIRST READING: 04/15/2024 **ADOPTED: 05/06/2024**
REVISED:

Workers Compensation Temporary Alternative Work Program

I) **Policy**
In compliance with RSA 281-A:23-b, the School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

II) **Purpose**

The School Board adopts the principle that it is important to provide meaningful work during the time of healing following a work-related illness or injury in order to assist employees in their transition back to full duty.

III) **Procedure**

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than four (4) months, as dictated by the treating physician and as such duties are available. The program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume his or her previous position.

A) An ill/injured employee will be responsible to obtain a New Hampshire Workers' Compensation Task Analysis and a copy of their current position when reporting the injury. Forms may be obtained from the Building Principal. It is expected that reports are made to the principal within 24 hours of the injury or illness occurring. If the nature of the injury or illness is such that emergency need for care precludes obtaining the above forms, then the employee shall, as soon as possible call the Building Principal to request that an analysis and position description be mailed to the employee or their treating physician.

B) The treating physician and the ill/injured employee will share the responsibility of providing the School District the NH Workers' Compensation Medical Form. This form provides information relating to the employee's capabilities necessary to structure a temporary duty program.

C) The Principal will work with the employee to facilitate a safe return to work program within limitations listed by the treating physician. If necessary, the Principal may contact the treating physician for additional information.

D) After each subsequent visit, the ill/injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to the Principal.

E) Additional modifications will be made to the return to work program as required. The Principal will be responsible for reviewing the appropriateness of continuing the program or duty assignments, including, but not limited to, extending the program beyond four (4) months, as necessary.

F) Upon release by the treating physician, the employee will assume normal duties of his or her regular position.

IV) **Summary**

A notice summarizing all employees' rights shall be posted in the staff room/room #111 for inspection by all employees. The provisions of this policy are intended to comply with RSA 281-A:23-b. To the extent that this policy is ambiguous or contradicts the RSA or NH Department of Labor Regulations, the language of the RSA or Regulations will apply.