

**Policy Statement #6200 (Administration) of the Board of Education
Regarding Transitional Temporary Return to Work Program**

I. Purpose

- A. To provide a transitional temporary alternative return to work program which can be assigned to any employee on worker's compensation who is returning to work, or has been working, with medically necessary work restrictions prescribed by the treating physician. Transitional temporary alternative return to work plans are generally for a period of thirty (30) days and reviewed/renewed on a case-by-case basis.
- B. The goal of the Transitional Temporary Return Work (TTRW) program is for employees to transition back to their full, usual and customary duties at the earliest possible date. It is the employee's responsibility to inform the Human Resources Department of any changes in their medical condition as it relates to performing job duties.

II. Definitions

- A. Transitional work:
 - 1. Transitional Work Assignment – Offering the employee an assignment other than his/her regular job to meet the temporary work restrictions; or returning the employee to his/her regular job to meet the temporary work restrictions.
 - 2. Reduced-Hours Work – Offering less than full-time assignment to meet the temporary work restrictions.

III. Policy Statement

- A. The Board of Education of Calvert County recognizes the important benefits a TTRW program can provide to both the employee and the school system. As a public entity, the Board of Education is committed to help reduce alienation, loss of purpose and confidence that an employee can experience during a prolonged absence from work. Medical research has shown that people recover more quickly if they remain active and return to their normal routine as soon as possible.
- B. The school system benefits from this program by not only returning a valuable, experienced employee to the workforce but also by reducing the frequency of lost time, length of time lost, workers' compensation costs, and use of disability.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies, State and Federal law regulations, and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy,

however, in no way relieves the Board of its obligation to comply with State and Federal laws and regulations, and rules and regulations of the State Board of Education and the Maryland State Department of Education.

VI. Expiration/Review

- A. This policy will be reviewed at the end of three (3) years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective May 6, 2021.