

## **Personnel – Certified/Non-Certified**

### **Return-To-Work Program**

Employees of the Amity Regional School District No. 5 (ARSD) who are or could be on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-To-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question.

A restriction identifies a physical condition which prevents an employee from performing the full scope of his/her job duties as outlined in their job description. There are two types of restrictions: temporary or permanent. Temporary restrictions are defined as those limitations placed on an injured employee by a physician which are of a relatively short duration (i.e., the employee is expected to fully recover and to return to normal working conditions). Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long-term (more than 180 days) or from which recovery is not expected. Those employees who fall into this category are not eligible for participation in the Return-To-Work Program. They may elect to seek alternative employment or file for a reasonable accommodation under the Americans with Disabilities Act.

When an employee is approved for participation in the Return-to-Work Program primary consideration will be given to job placement within the employee's department and normal duties. A secondary consideration will be alternative placement into another department or another assignment which is within the same bargaining unit. A critical consideration is to place the injured employee in a position to perform productive work that is both useful to ARSD and achievable within the restrictions placed on the employee. Alternative placement will not be used to avoid the filling of vacancies within the department in question.

An employee participating in the Return-to-Work Program is subject to all rules, regulations, contractual memoranda of understanding, standards, policies, and procedures of ARSD.

Each situation will stand on its own merits. An Employee Return-to-Work Form completed by a physician noting an employee's restrictions will be evaluated by the Superintendent or his/her designee in order to determine whether or not an employee is able to return to his/her assigned position. The Superintendent or his/her designee will then forward the recommendation with appropriate documentation to the injured employee's department head or building administrator for final determination.

If an employee is approved for the Return-to-Work Program, he/she shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to ARSD, other staff, or the injured employee. An employee shall not be returned to work to any job that is punitive in nature.