

# HAMBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKERS' COMPENSATION  
TRANSITIONAL  
RETURN-TO-WORK PROGRAM

ADOPTED: August 24, 2015

REVISED:

	<p style="text-align: center;">347. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>1. Purpose The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.</p> <p>2. Authority In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"><li>1. Has been injured at work.</li><li>2. Is disabled as defined under the state Workers' Compensation Act.</li><li>3. Is capable of productive work.</li><li>4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury.</li><li>5. Is expected to be able to return to his/her pre-injury job within a definite period of time.</li><li>6. Is being paid workers' compensation disability benefits.</li></ol> <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"><li>1. Employee cannot perform the assigned lighter duty work.</li></ol>
--	--

347. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 2

<p>3. Delegation of Responsibility</p>	<p>2. Employee will be unable to return to his/her pre-injury occupation with or without reasonable accommodations within a reasonable period of time.</p> <p>The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the district.</p> <p>The Superintendent or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.</p> <p>The Superintendent or designee shall ensure that all district staff responsible for the transitional return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, workers' compensation and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts and collective bargaining agreements.</p> <p>The Superintendent or designee shall determine if a lighter duty job will be offered to an eligible employee.</p> <p>When the interactive process is going to be engaged in, the Superintendent or designee shall engage the solicitor or special labor counsel.</p>
<p>4. Guidelines</p>	<p>The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.</p> <p>Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations.</p> <p>References:</p> <p>Workers' Compensation Act – 77 P.S. Sec. 1 et seq.</p> <p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p>

347. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 3

Family And Medical Leave Act, Title 29, Code of Federal Regulations –  
29 CFR Part 825

Health Insurance Portability And Accountability Act, Title 45, Code of  
Federal Regulations – 45 CFR Part 160, Part 164