



Eastern North Carolina School for the Deaf

Return to Work Procedure for Management & Staff

It is the purpose of this document to provide guidelines for administering a modified/alternate duty procedure. This procedure is necessary to limit the number of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature. The objectives are to prevent the unnecessary loss of work time for valuable employees and help maintain continuity of operations to the maximum extent possible.

Definitions

Restricted Duty: Duties assigned to an injured or ill employee which enable the employee to retain his/her current work status with some limited restrictions and with the school being able to make a reasonable accommodation of duties.

Modified/Alternate Duty: Duties assigned to an injured or ill employee which require the employee to perform replacement duties on a temporary basis.

Work Related: Any injury or illness which occurs while performing assigned job duties.

Responsibilities:

Employee

1. Have any or all specific job-related restrictions approved by School Management and Human Resources before performance of duty.
2. Report all job-related restrictions to Human Resources and your immediate Supervisor.
3. Keep both Human Resources and your immediate Supervisor informed of any change(s) in job-related restrictions.
4. Adhere to all medical advice and directives as prescribed by your treating physician, nurse, or other medically qualified professional.
5. Do NOT perform any activity which is not in accord with your job-related restrictions, both on and off the job.
6. Employees must be re-evaluated by their treating physician within 30 days of their last examination to determine whether their modified or alternate duty status should be continued.

NOTE: Failure to adhere to any work-related restrictions may result in disciplinary action.

Supervisors

1. Report all employee work restrictions to Human Resources as soon as they are known. Under no circumstances should an employee be allowed to perform their assigned duties while under a medical restriction without the prior approval of Human Resources.
2. Insure all employees with work restrictions are adhering to their restrictions as noted on the return-to-work form.
3. Provide any change of status relating to the employees' work restrictions or any needed modifications to alternate job duties to Human Resources as soon as they are known.

Guidelines

1. The school shall make every effort to bring employees back to work when alternate/modified work duties are available, do not cause an undue hardship to School operations and so long as the employee can perform the alternate/modified work without posing a potential harm to themselves, others, or School property.
2. Job availability for work related injuries will take precedence over non-work-related injuries.
3. Alternate/modified job duties will not exceed a period of 30 days. Whether an employee should be continued on alternate/modified duty shall be at the discretion of Human Resources and School Management.
4. NO modified/alternate duty employee will be permitted to work overtime.
5. Employees working alternate/modified duty may be assigned to work on any shift as work opportunities are available.
6. The school maintains the right to assign employees on alternate/modified duty to any job that will not exceed their restrictions and they are qualified to perform.