

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT



College and Career Ready

Return to Work Program

TABLE OF CONTENTS

RETURN TO WORK PROGRAM

Return to Work Program	Page 3
Operational Procedures	Page 4
Return to Work Flow Chart for Industrial Injuries.....	Page 5
Modified/Alternate Work Activities	Page 6
Modified Alternate Work Offer	Page 8
Leave Exhaustion Letter	Page 9



Anaheim Union High School District Return to Work Program

Introduction

Anaheim Union High School District's most valuable assets are our employees. The district has implemented the Return to Work Program to return employees to work after an injury/illness. It provides an innovated and professional approach to taking care of our most valuable asset during a time of need.

The Board of Trustees recognizes that, when employees have temporarily disabling medical conditions, temporary modified or light-duty assignments can allow the district to continue to use their valuable knowledge, skills, and abilities while minimizing time away from work. Temporary modified/light-duty assignments may also serve to facilitate the employee's transition back to his/her regular assignment.

In order to assist injured employees with the recovery process and to encourage an early return to work status, the district has implemented a program which reviews, on a case by case basis, the restrictions outlined in the physician's medical report to determine if an injured employee can return to work with modifications to their usual and customary job or to a temporary modified/light-duty work assignment.

Definition and Parameters

Modified work assignments are temporary assignments to assist the injured employee to transition back to his/her regular assignment. This type of duty is a "transitional" process, which enables the employee to return to work until medically recovered and able to return to his/her regular assignment. The maximum duration of the transitional assignment will be determined on a case by case basis with the physician's recommendation taken into consideration but normally do not extend beyond 90 days.

Legal Reference:

EDUCATION CODE

44984 Required rules for industrial accident and illness leave

45192 Industrial accident and illness leave for classified employees

Program Objectives

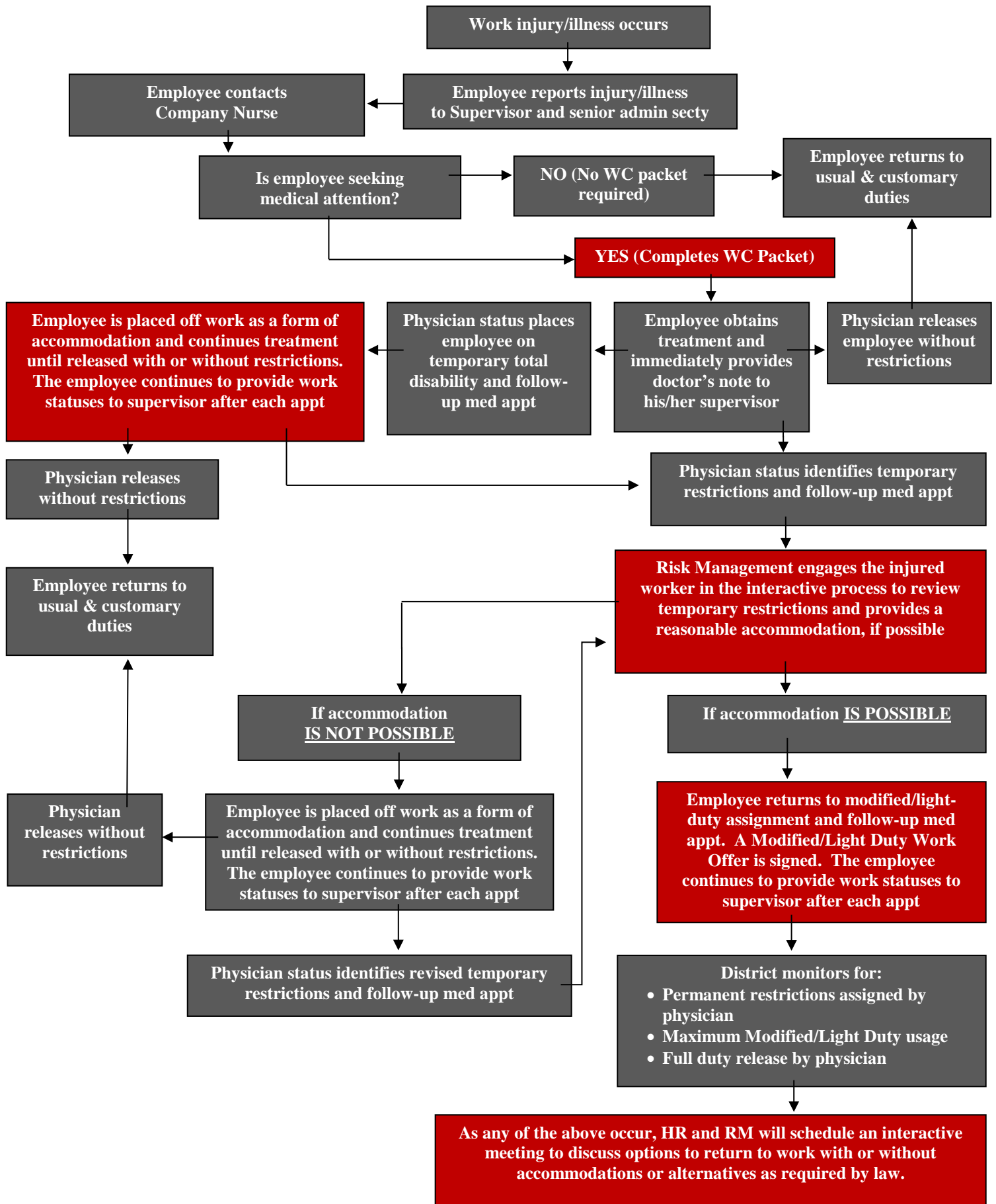
- A. Provide a means for an injured employee to return to the workplace as soon as safely possible.
- B. Provide a means of maintaining the employee's job skill, self-esteem and morale, while enabling him/her to progress back to his/her regular assignment.
- C. Maintain organizational productivity by allowing the employee to perform tasks that are part of the employee's normal assignment or assist in another department.
- D. Reduce the need for temporary help due to the absence of the injured worker.
- E. Improve communication with the injured employee and ensure them of their value at the District.
- F. Reduce extended periods of medical treatment and associated costs. Injured employee recovery periods are lessened if accommodated assignments are made available in lieu of remaining at home.

Operating Procedures

For industrial Injuries

- A. For emergencies, call 911.
- B. For urgent injuries/illnesses, inform supervisor immediately and see senior administrative secretary for Treatment Referral Form.
- C. For all other injuries/illnesses, inform supervisor immediate and see senior administrative secretary for reporting instructions.
- D. The employee will call Company Nurse, who will determine if medical treatment is appropriate. If no treatment is sought, employee will return to work. If treatment is deemed necessary, senior administrative secretary will provide employee a Workers' Compensation Packet to complete.
- E. If treatment is deemed necessary, Company Nurse will make a referral to an authorized medical provider within the network (MPN), and the authorized medical provider will be notified of the referral. If treatment is deemed not necessary and employee disagrees, employee will contact risk management technician.
- F. The employee will report to the medical provider for evaluation. The medical provider will evaluate the employee provide treatment within ACOEM guidelines and determine whether to return the employee to unrestricted regular duty or if temporary work restrictions are necessary.
- G. Immediately following the medical evaluation, the employee must provide the doctor's note to his/her site supervisor, so that the site may facilitate coverage, if necessary.
- H. If medical report lists restrictions:
 - 1. Risk Management along with the employee's supervisor and the employee will review medical report and the employee's job description to determine if the employee can safely return to their regular job within the restrictions with or without accommodation.
 - 2. If Risk Management in conjunction with the employee's supervisor and the employee determines the employee cannot safely return to their regular job within the restrictions, Risk Management will attempt to place the employee in a temporary modified/light-duty work assignment within the restrictions outlined in the physician's medical report.
 - 3. Risk Management in conjunction with the employee's supervisor and employee determines the employee cannot safely return to their regular job or to a temporary modified/light-duty work assignment within the restrictions, the employee will be placed on temporary disability, sick leave, or other available leave, as a form of accommodation, until the restrictions have been changed or are removed.
- I. If a modified/light-duty work offer is available, a letter listing the restrictions and defining the employee's responsibilities will be provided and signed by the employee and Risk Management Technician.
- J. If the employee refuses the offer of temporary modified/light-duty work assignment, no temporary disability payments are payable, and sick leave/other leaves will be subject to approval by the Human Resources Department.
- K. If the employee is given an "Off Work Order - Temporary Total Disability" from the treating physician, this will be closely monitored by Risk Management for a possible return to a temporary modified/light-duty work assignment.

Return to Work Flowchart Industrial Injuries/Illnesses



MODIFIED/ALTERNATE WORK ACTIVITIES

MAINTENANCE

Assist Locksmith w/Key Organizing System
 Breakdown Trash
 Building Inspections
 Calibrate Thermostat
 Change Air Conditioner Filters
 Check Clearance for Electrical Panels
 Check Clearance for Water Heaters
 Check Drainage of Sinks
 Check Drains/Plumbing
 Check Elevators for Permits
 Check Emergency Exits for Clearance
 Check Emergency Lighting
 Check Exit Signs
 Check Fans in Restrooms
 Check Fire Alarm Panels
 Check for Surge to Surge & Extension Cord
 Check Function of Lighting
 Check Sinks & Spikets for Leaks
 Check Sprinklers
 Check Toilet Operations
 Check Wheel Chair Lifts for Permits
 Checking door screws
 Checking Room Temperature
 Clean Air Returns
 Clean Up Trash Against the Fence
 Concrete Checks
 Cut Lock off in Locker rooms
 Dispatch
 Emergency Evacuation Maps
 Filing
 Filters HVAC Check
 General Cleaning
 Inventory – Surplus Items/Emergency
 Inventory – VIN Match
 Lock Work
 Maintenance of Fall Cushioning
 Office Work – Work Orders (Depart & DW)
 Perimeter Monitor
 Playground Inspections
 Replace Damaged Ceiling Tiles
 Run Errands
 Scraping Gum
 Self-Inspection Eyewash/Deluge
 Self-Inspection Fire Extinguishers
 Self-Inspection Fire Sprinkler Risers
 Tool Cleaning
 Touch Up Paint/Graffiti
 Touch-up Painting
 Visual Inspections
 Wash Windows (Department & District-Wide)
 Wash/Maintain District Fleet (Gas Up)

CUSTODIAN

Check & Replace Paper Towels
 Check & Replace Toilet Paper
 Check for MSDS Sheets
 Check Gates
 Check Lights/Light Bulbs
 Check Parking Lot Lights
 Check Restrooms
 Clean Keyboards in the Computer Lab
 Clean Keyboards/Computer Labs
 Clean Unoccupied Classrooms
 Clean up After Birds/Pressure Washing
 Dust Furniture
 Dust/Polish Furniture
 Gum Abatement
 Identify Faulty Furniture, Equipment, Etc.
 Information Services
 Label Secondary Containers
 Monthly Hazard Waste
 Painting Curbs, Playground Lines, Parking, etc
 Pick Up Trash
 Pick up Trash Interior/Exterior
 Security- Campus Walk
 Staff Welcome Tables
 Supplies Stocking
 Sweeping
 Wash Windows/Doors
 Weeding
 Window Cleaning

CLASSIFIED PERSONNEL/CLERICAL

Another "Set of Eyes" Where Needed
 Answering Phones
 Clean Workroom & Restock
 Data Entry
 Deliver Mail
 Distribution of Non-Confidential Information
 Filing
 Follow up with work/employees
 Label Documents
 Laminate/Work on Special Projects
 Library Assistance
 Line Monitoring/Provide Directions
 Photocopy
 Put Together Packets
 Reception Desk Duty
 Review Hiring Packets
 Room Inventory Update
 Safety Inspection
 Scanning Documents
 Schedule Appointments
 Sorting Mail
 Stuff Envelopes
 Tool Inventory
 Tool Labeling
 Verify Emergency Card Data (CDC)

CAMPUS SECURITY

Additional Supervision Assignments (Where Needed)
 Assist with Dispatch
 Background Checks
 Camera Duty
 Check Blocked Exits/Entrances
 Check Emergency Buttons at Desks
 Check Emergency Signs
 Check Emergency Supplies/First Aid Kits
 Check Fire Extinguishers
 Check Power Cords
 Clean Sweep
 Filing/Processing Reports
 Information Booth
 Lost/Found Sorter
 Maintain Fleet
 Monitor
 Monitor Detention Facility Area
 Monitor/Greeter
 Perimeter Checks
 Provide Escorts
 Reducing Reports to Electronic
 Run Shuttle Service
 Surveillance
 Ticketing
 Training for Campus Security

INSTRUCTION

Assist in the Classroom
 Book Conference Room
 Copying
 Data Entry
 Evaluate SLO Assessments
 Filing
 Front Office Work
 Inventory/Organize Department Supplies
 Library Support
 One on One Tutoring
 One on One Tutoring at the CDC
 Packaging of Binders
 Proctor Students
 Research Grants
 Researching Scholarships/Grants
 Returning Phone Calls
 Review Course Syllable
 Review Courses
 Review/Scan IEP's at the CDC
 Training Aides
 Triage Assistance for Counseling
 Tutoring
 Update Course Outline for Dept Curriculum
 Verbal Surveys

CHILD DEVELOPMENT CENTER

Answer Phones
 Assist in the Classroom
 Bathroom Supervision
 Check Earthquake Kits
 Check In/Out Students
 Family Greeter
 Inventory Supply Room
 Laundry
 Monitor Camera at Children Assessment Area
 One on One Tutoring
 Playground Maintenance
 Prepare Food Snacks
 Prepare Lesson Plans/Supplies
 Review and Scan IEP's
 Review Files
 Safety Inspections
 Update Course Outline
 Verify Emergency Data Cards
 Work w/Children

Modified/Alternative Work Offer For Industrial Injuries

Anaheim Union High School District has developed a Return to Work Program to benefit all employees and the District. You are a valuable resource to the District and we are pleased that your treating physician has approved you for temporary transitional duty. You will be assigned to a temporary position that is within the medical abilities and limitations outlined by your treating physician. Effective immediately please report to the following:

Temporary Restrictions:	No lifting, pulling, pushing >10 lbs.	
Temporary Duties:	General front office assistance; campus supervision	
Location:	ABC HS	
Supervisor:	Principal John Doe	Supervisor Phone: 714.555.5555
Effective Dates:	05/29/18 – NOV	Hours: 6:30 – 2:00

If you are sick or unable to report to work for any reason, please contact the supervisor above immediately, as well as the Human Resources Department. If you become ill or are unable to report to work during your temporary transitional work assignment, we will charge your sick leave unless you provide our office with a doctor's off work notice indicating your illness was industrial related.

This is a transitional assignment that is subject to change. If, at any time, you feel you are unable to perform the transitional assignment or, if you should feel the physical requirements of the position exceed limitations placed by your physician, please immediately notify your supervisor.

The intent of this program is not to create a new permanent position. If your work restrictions change, we reserve the right to assign you to a new temporary transitional position or place you back on workers' compensation temporary disability.

We look forward to your participation in our Return to Work Program. (initial below)

_____ I have read and **ACCEPT** this modified/alternative work offer

_____ I have read and **DECLINE** this modified/alternative work offer
(I understand this will affect my ability to receive temporary disability benefits)

Employee Signature	Name (Print)	Date
--------------------	--------------	------

Employer Signature	Marciela Rowan, Risk Management Tech	Date
--------------------	--------------------------------------	------



DATE

<EE ADDRESS>

LINE ONE

LINE TWO

Name	:	<EE>
Employer	:	<ER>
Position	:	<Position>
D.O.I.	:	N/A
Claim Number	:	N/A

LEAVE EXHAUSTION For industrial Injuries

Dear <EE>:

The District would like to meet with you to address your return to work with or without the need for reasonable accommodation. As of **XX/XX/XXXX** you will have exhausted all available leaves.

This meeting is being held in accordance with the requirements under the Fair Employment and Housing Act (FEHA). In this interactive meeting, we will discuss and document the possibility of the District providing you with modified or alternative work, taking into consideration your current work restrictions/functional limitations, as outlined by your medical provider.

Under the Fair Employment Housing Act (FEHA), your employer is required by law to do the following:

- *Provide reasonable accommodation for employees who, because of their disability, are unable to perform the essential functions of their job.*
- *Engage in a timely, good faith interactive process with employees in need of reasonable accommodation.*

This meeting is being scheduled to comply with both requirements listed above and to explore all reasonable accommodation options. An accommodation is deemed reasonable by law if it does not impose a significant difficulty or expense on your employer, present an undue hardship to your employer, or create a direct threat to yourself or others.

The determination of a reasonable accommodation is made on a case-by-case basis and your input in this process is very important.

During this scheduled meeting, you can expect the following steps to be followed as all parties explore reasonable accommodation options:

1. *Identification of any and all job-related limitations through the review of your current medically documented work restrictions/functional limitations.*
2. *Review and identification of essential functions of your position which may be in conflict with the functional limitations/work restrictions listed.*

3. *Identification of possible reasonable accommodation options through discussion with you and your employer representatives, while assessing whether or not the proposed accommodations pose an undue hardship or direct threat concerns.*
4. *An opportunity will be provided for you and your employer to engage in open dialogue relating to all options that may exist to allow you to return to work/remain at work, performing the essential functions of your current job with or without reasonable accommodation.*
5. *If you cannot return to your current position, in accordance with the Fair Employment Housing Act, alternative work will be explored.*

This interactive meeting is scheduled as follows:

Day/Date : <Date>
Time : <Time>
Location : <ER>
Address

We strongly encourage you to participate in this process. This meeting will allow you to have the opportunity to openly discuss and request possible means of reasonable accommodation.

Also, please note that you have the option to bring to this interactive meeting any representative you would like, and it will be your responsibility to notify them of the meeting details listed above. Should you decide to bring more than one representative, please contact me prior to the meeting so that I can ensure there is adequate space and handouts for all participants attending the meeting.

Should you have any questions regarding this meeting, feel free to contact me directly at **phone number**.

Sincerely,

Name
Title
School District Name