

The Montgomery County Board of Education is committed to assisting employees injured on the job to return to productive work as quickly as possible. Injured employees are, if appropriate, temporarily placed in transitional duty work if available, to facilitate recovery from their accident. The purpose of the program is to assist employees in the transition from disability and transitional duty work to full recovery in order to promote positive workplace morale through communication and support for the injured workers and to minimize the potential for re-injury or permanent disability.

Transitional duty is defined as work activity performed by an employee who has incurred an occupationally-related injury or illness which has resulted in that employee's inability to perform some or all of their normal job activities. Transitional duty is usually an adaptation of the employee's original job which consists of returning the employee to the original work area with the responsibilities or expectations to fulfill all the duties required to perform the job. It may also include returning the employee to another department with responsibilities appropriate to the injured worker's skills and capabilities. It may also include a modified work schedule.

The employee should be monitored for improvement in their ability to function in their normal position until such time as the employee is able to return to work without restrictions. The work reassignment should be a temporary one with a goal of returning to full duty within 90 days. Any employee failing to report for a transitional duty assignment, as assigned, may be subject to corrective action up to and including termination.

The Director of Human Resources shall appoint a Safety Committee to develop guidelines that will determine appropriate job duties and modified schedules for injured workers. The Human Resources Department will manage the transitional return to work program. The Human Resources Department and the designated physician will monitor the employee's ability to participate in the transitional return to work program.

Legal References:

Cross References:

Adopted: August 6, 2007