

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: RESTRICTED DUTY

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

347. RESTRICTED DUTY	
1. Authority	<p>A program of restricted duty is hereby established for Penn Manor School District personnel who sustain a work related disabling injury, subject to the following guidelines. An injured employee who is judged to have restricted duty capacity by his/her treating physician may be given a restricted duty assignment consistent with his/her physical abilities and any limitations imposed by the treating physician.</p> <p>It is the goal to the school district, with the cooperation of all departments, to locate and assign restricted duty, when feasible, to employees who are <u>temporarily</u> disabled from their regular job as a result of an on the job injury. All such restricted duty work assignments are to be within the limitations described by the physician.</p>
2. Guidelines	<p>The physician shall be encouraged to release temporarily disabled employees to restricted duty work status and describe the employee's limitations in sufficient detail to enable the school district to determine a suitable work or task assignment.</p> <p>The employee's regular work department shall attempt to locate or design a work assignment within the limitations described by the physician.</p> <p>If the usual work department is unable to assign suitable work, other departments shall be contacted to determine if a suitable work assignment exists.</p> <p>If no suitable temporary assignment is available within the department, the Director of Support Services shall be contacted in order to consider other alternatives. The Director of Support Services will attempt, when feasible, to coordinate and effect a temporary re-assignment of the employee on an inter-department basis. The department to which the employee is regularly assigned will continue to provide regular wages.</p> <p>Upon release to regular work without restrictions, the employee shall be returned to his/her permanent work unit and his/her regular position.</p>