



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Administrative Procedures

D - Personnel No. 13	D13
Owner: Employee Benefits, Risk Management and Safety (EBRMS) (210) 554-8660	
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RETURN TO WORK TRANSITIONAL DUTY PROGRAM

The District will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform their regular duties following an injury or illness (occupational or non-occupational). This may include modifying the employee's regular job or, if available, providing temporary alternate work depending on the employee's restrictions as addressed by a treating physician.

I. OBJECTIVE

Each principal or immediate supervisor shall attempt to make transitional duty for employees who have been released with restrictions by their treating physician to return to work from an injury or illness (occupational or non-occupational).

II. ELIGIBILITY

For an employee to be eligible, the following four (4) criteria must be met:

1. The physical limitations are temporary - not permanent.
2. The employee shall have their treating physician complete and submit:
 - a) For Occupational Injuries: submit the Texas Workers' Compensation Work Status Report Form 73 (DWC 73)
 - b) For Non-occupational Injuries: submit the SAISD *Work Status Form* [FORM D13-A]
3. The employee shall commit their full attention and best effort to the transitional duty; and
4. The employee's transitional duty shall comply with the physical limitations as stated by the treating physician.

III. GENERAL ADMINISTRATION

The Office of EBRMS shall assume the following responsibilities:

1. Coordinate the transitional duty program.
2. Review the treating physician's medical certification to ensure that all the necessary

- information is provided to determine if the employee is eligible for a transitional duty.
3. Coordinate with the principal or immediate supervisor to determine if the employee's duties can be temporarily transitional or if alternate work is available given the limitations.
 4. If no transitional duty can be found that complies with the treating physician's physical limitations, then no transitional duty will be offered.
 5. Meet with the employee to explain the transitional duty, the duration of the transitional duty, the employee and employer's responsibility during the transitional duty, and to secure a bona-fide offer of transitional duty; and
 6. Approve and monitor all transitional duty.

IV. RESPONSIBILITIES OF THE PRINCIPAL OR IMMEDIATE SUPERVISOR

The principal or immediate supervisor of an employee who is assigned to transitional duty, shall assume the following responsibilities:

1. Monitor the employee's compliance of the transitional duty;
2. Ensure that the employee is performing duties within the physical limitations as stated by their treating physician; and
3. Maintain ongoing communication with the EBRMS throughout the duration of the transitional duty.

V. RESPONSIBILITIES OF THE EMPLOYEE

The employee assigned to a transitional duty shall assume the following responsibilities:

1. Accept/deny the bona-fide offer of transitional duty.
2. Inform all health care providers about SAISD's Transitional Duty Program for occupational or non-occupational injury/ illness, as necessary.
3. While participating in the Return to Work Transitional Duty Program, the employee is required to adhere to the outlined restrictions listed on the following forms:
 - For Occupational Injuries - submit the DWC 73 Form
 - For Non-occupational Injuries - submit the SAISD *Work Status Form* [FORM D13-A]

The employee is also required to provide the Work Status Report [FORM D13-A] or DWC 73 to EBRMS and the adjuster after each physician's appointment upon the employee's return to work. The employee will ensure the date/time of visit and discharge time information is notated on the medical documentation.

4. Employees are required to attend all scheduled medical appointments and to inform their supervisor of any date/time changes to such appointments. The District recommends that employees work with their health care provider to schedule medical appointments at the beginning, or end of their scheduled shift, or after campus/department hours;
5. Employees should refrain from any injurious practice(s) or activity(ies) that may impede recovery or a return to full-duty; refrain from strenuous activity (other than prescribed exercise or therapy); and do all within their power to do as directed by their healthcare provider to recuperate from the injury/illness. Employees with any type of medical restrictions must abide by their restrictions.
6. Timely notify EBRMS if the treating physician modifies the physical limitations or

releases the employee to full duty. If placed off work by their physician while on transitional duty, the employee should contact their manager or supervisor on the same day to inform the manager that they will not be returning to work.

7. Notify EBRMS prior to any outside employment, travel or attending educational program.

VI. DURATION

Transitional duty will be reviewed by EBRMS after each medical exam and/or receipt of work status report or DWC 73.

VII. PAY FOR TRANSITIONAL DUTY OR ALTERNATE WORK

The employee shall receive their daily base rate of pay while on an approved transitional duty (occupational or non-occupational).

VIII. BONA-FIDE OFFER OF EMPLOYMENT

The Office of EBRMS shall:

1. Meet with the employee to secure the bona-fide offer of employment for a transitional duty; and
2. Notify the Principal or immediate supervisor of the employee's start and end date of the approved transitional duty.

Under no circumstances will an employee be placed on a transitional duty without a signed bona-fide offer of employment from EBRMS.

IX. TERMINATION OF TRANSITIONAL DUTY

Transitional duty may be terminated when any of the following occurs:

1. The work is completed, and no other transitional duty is available;
2. The treating physician's recommendation expires, is altered, or is rescinded;
3. The employee is non-compliant with the transitional duty; and/or
4. At the discretion of the District based on the needs of the campus/department.

Attachment: [FORM D13-A: Work Status Form](#)

References: Board Policies [DEC \(LEGAL\)](#) and [\(LOCAL\)](#); [CRE\(LEGAL\)](#)