

I. Policy

In compliance with RSA 281-A:23-b, the Milford School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

II. Purpose

The District adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury in order to assist employees in their transition back to full duty.

III. Procedure

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than four (4) months, as dictated by the treating physician and as such duties are available.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

a) An ill/injured employee will be responsible to obtain a New Hampshire Workers' Compensation Task Analysis and a copy of their current job description when reporting the injury. Forms may be obtained from the Human Resources office. If the nature of the injury or illness is such that emergency need for care precludes obtaining the above forms, then the employee shall, as soon as possible, call Human Resources to request that an analysis and job description be mailed to the employee or their treating physician.

b) The treating physician and the ill/injured employee will share the responsibility of providing Human Resources the NH Workers' Compensation Medical Form or accommodation request from the treating physician. This form provides information relating to the employee's capabilities necessary to structure a temporary duty program.

c) Human Resources and the building Principal/Department Director will work with the employee to facilitate a safe return to work program within limitations listed by the treating physician. If necessary, Human Resources may contact the treating physician for additional information.

d) After each subsequent visit with the treating physician, the ill/injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to Human Resources and the building Principal/Department Director.

e) Additional modifications will be made to the return-to-work program as required. Human Resources and the building Principal will be responsible for reviewing the appropriateness of continuing the program or duty assignments, including, but not limited to, extending the program beyond four (4) months, as necessary.

f) Once cleared by the treating physician, the employee will assume the normal duties of their regular position.

IV. Summary

A notice summarizing all employees' rights shall be posted in a visible location in every building for inspection by all employees.

The provisions of this policy are intended to comply with RSA 281-A:23-b. To the extent that this policy is ambiguous or contradicts the RSA or NH Department of Labor Regulations, the language of the RSA or Regulations will apply.

Reference: RSA 281-A:23-b

Adopted: 10/05/2009

Revised: 3/21/2022, 8/17/2026

