

## **Return-to-Work Guidelines for Principals, Managers, and Supervisors**

### **Policy Statement**

It is the policy of the San Diego Unified School District, when appropriate, to provide transitional work assignments to assist employees who are temporarily restricted from performing their regularly assigned job duties due to an industrial or non-industrial injury or illness.

Transitional work assignments assist employees in the transition from having temporary restrictions to full recovery while continuing to be a productive part of the work group. Employees will continue to receive their regular pay and benefits. The assignment is offered for a maximum of 90 consecutive calendar days starting from the first day of a transitional work assignment.

### **Scope**

This policy currently applies to classified employees of the San Diego Unified School District. When necessary, priority will be given to employees with industrially-related injury or illness and on a seniority basis within their classification.

### **When Employee is Released to Return to Work with Temporary Work Restrictions**

1. The Manager or Supervisor shall upon receipt of a medical report that outlines temporary modifications for an employee's return to work, contact Phil Ross at (858) 627-7439 who coordinates the Return-to-Work Program. This program is coordinated through the Risk Management Department.
2. Assist Temporary Supervisor in identifying tasks to develop a Transitional Work Assignment Offer outlining how the employee will return to work within restrictions.
3. In conjunction with the Temporary Supervisor, review work status reports at least every 30 days for changes in employee's restrictions and adjust tasks accordingly. Track the transitional assignment so as not to exceed a total of 90 consecutive calendar days.
4. In conjunction with the Temporary Supervisor, refer employee with continued work restrictions to the Human Resources Department when not released to full duties at the end of the transitional work assignment.

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**The Return to Work Program is coordinated through Risk Management.  
Contact Workers' Compensation Light Duty Coordinator,  
Phil Ross at (858) 627-7439 or email at [pross3@sandi.net](mailto:pross3@sandi.net)**