Transition to Work Program
July 1, 2012

Prince George’s County Public Schools has developed a Transition to Work program, the purpose of which is to return employees to employment at the earliest date following any injury or illness. This program is applicable to all employees.

Transitional work reduces time lost from work, decreases the injured worker disability experience, maintains the employer-employee work experience, and improves employee morale. It represents an opportunity to protect and maintain the employability of the workers with restrictions, while reducing the employer/employee financial liability associated with work restrictions.

Transitional work is a progressive and individualized program. It is an interim step in the physical conditioning and recovery of a worker with temporary restrictions.

Prince George’s County Public Schools defines “transitional” work as temporary modified work assignments within the employee’s physical abilities, knowledge and skills. Work assignments may be at the employee’s work location or at a temporary work location. Work modifications will be developed jointly with the employee, the employee’s immediate supervisor and the Compliance Officer.

Where feasible, the Transition to Work Program will be made available to injured employees or employees returning from an illness in order to minimize or eliminate time loss.

Prince George’s County Public Schools reserves the rights to determine the availability, appropriateness, and continuation of all transitional assignments.

An employee must be released by his/her healthcare provider in order to enter the Transition to Work Program. The Transition to Work Program is for employees released from their healthcare provider with temporary limited work restrictions. Emphasis will be placed upon returning the employee to his/her current work location or to a physically compatible work assignment as soon as possible after the injury or illness. Employees who, as a result of injury or illness, do not have the potential for recovery sufficient to return to their original job may not be suitable candidates for participation.

Employees approved for the Transition to Work Program will be monitored with the goal of being released by their doctor with no restrictions within ninety days.
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The employee submits to Absence Management the Return to Work notification from his/her healthcare provider including specific restrictions recommended by the medical doctor. The employee’s medical information, diagnosis and prognosis and noted restrictions are reviewed. The staff of Absence Management determines, in collaboration with the Compliance Officer, if the employee is a candidate for the Transition to Work Program.

The staff of Absence Management refers the employee to the Compliance Office. During this time, the employee’s job description and the doctor’s restrictions are reviewed. Work modifications are collaboratively developed by the employee, the employee’s supervisor and the Compliance Officer. Work modifications are appropriate to the employee’s classification/class and bargaining unit. An employee will not be assigned duties which will affect job classifications or salary level.

If the Transition to Work Program is approved, the employee agrees to submit updated medical notes every two weeks to the staff of Absence Management and the Compliance Officer.

The employee, supervisor, and Absence Management will be notified in writing by US mail of the effective start date and end dates, approved work modifications and due dates of medical documentation.

The employee will be closely monitored and adjustments will be made as necessary to ensure the successful return to work of employees.

Employees who fail to follow the agreed upon work modifications or submit medical documentation will be dropped from the Transition to Work Program and referred to Absence Management.