



THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

Dianne L. Howard
DIRECTOR

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT

RISK & BENEFITS MANAGEMENT
3370 FOREST HILL BOULEVARD, SUITE A103
WEST PALM BEACH, FL 33406-5870

(561) 434-8414 FAX (561) 434-8103
email: dhoward@palmbeach.k12.fl.us

LIGHT DUTY – ALTERNATE PLACEMENTS

The schools and departments should accommodate their employees who get injured on the job by providing light duty assignments in accordance with any authorized WC doctor restrictions (see the DWC – 25 form for authorization and restrictions).

In most cases the employee can self regulate – adjust their work to prevent further injury according to what the doctor has specified in section 23 of the form. Follow standard procedures for Line of Duty and leaves. TRC = WCQ can be used to record light duty time.

If the school or department cannot provide light duty for the employee's regularly scheduled hours, consider an alternate placement. Below is a list of schools by location that have agreed to accept light duty employees on a temporary basis.

Area	School	Contact	Phone
North	Suncoast HS	Felicia Hester	PX 23418
North	PB Gardens HS	Joan Herndon	PX 27372
North	PB Lakes HS	Debbie Reynolds	PX 25001
North	Bear Lakes MS	Julie Delapenha	PX 27705
North	Grove Park ES	Kimberly Haugen	PX 87704
Central	Santaluces HS	Jacqueline Williams	PX 46202
South	Olympic HS	Judy Bopp	PX 26902
South	Atlantic HS	Ann McKessy	PX 21502
West	Glades Central HS	Linda McCoy	PX 44402
West	Wellington MS	Nancy Courtney	PX 58105
All*	Camera Schools*	Pat Haight*	PX 48435

*Call Pat Haight to determine if there is a school in your area with a video camera that could use a light duty person.

Payroll procedures for alternative site: Use TCD's if they are working. If not, you will sign the employee in and out. Below is the form for reporting the time at the placement site. Fax it to the home school contact at the end of each pay period.

Payroll procedures for home site: The placement school will record the time and fax it to you at the end of each pay period for input if TCD is not used.

Questions?

Workers Compensation Technician – PX 48677 or PX 46804, Claims Specialist - PX 47440

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"HOME OF FLORIDA'S FIRST LEED GOLD CERTIFIED SCHOOL"

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The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer

LIGHT DUTY ATTENDANCE

**FAX weekly to Employee's home school
Employee's school/dept contact:**

**Fax:
Phone:**

**Employee Name:
Empl Id:**

**Date of Accident:
Temporary Placement:
Hours:
Contact:
PX: Fax:**

FARA Phone number: 1-800-482-3272

DATE	TIME IN	TIME OUT	Employee Sign:

TO BE COMPLETED BY TEMPORARY PLACEMENT SCHOOL OR DEPT
Temporary Placement School/Dept Authorized Signature

Signature/Printed Name

Restrictions:

LIGHT DUTY ASSIGNMENTS – Sample

General light duty assignments:

Hall duty
Shredding paper, making copies
Parking lot security – eyes and ears using a walkie talkie
Video camera monitor
Cafeteria monitor
Escorting students/guests on campus
Fetch and carry for front office, guidance office
Stuffing envelopes, making phone calls, distributing flyers
Scanning
Receptionist duties
Parking lot maintenance (trash detail)

Next are examples of activities requiring little bending, climbing or heavy carrying if those activities are restricted for light duty custodians/food service:

Light dusting
Light sweeping
Picking up trash with a spear/stick
Using spray cleaner to wipe down desks, cafeteria tables
Emptying trash when bag is only ½ full to comply with lifting restrictions
Clean the tops of the desks, counters and tables throughout the building
Clean the sinks in the classrooms
Clean every water fountain
Use a duster with an extension to dust high areas
Check all the paper towel and soap dispensers and refill when needed
Clean all computer screens
Dust the books in the media center at waist level or above
Can wash windows – the bucket can be placed on a cart so there is no twisting as she/he moves from window to window

The head custodian should set out a schedule where the activities are varied. Following is an example; amend it to fit the needs and schedule:

2:00 -3:00 cleans all water fountains
3:00- 4:00 cleans all desk tops in building #
4:00 -5:00 dusts all counters in building #
5:30 – 6:00 Lunch/Dinner break
6:00- 7:00 sanitize all cafeteria tables
7:00-8:00 cleans all remaining desk tops in building #
8:00 – 9:00 continues dusting all horizontal surfaces in building #
9:00 – 10:00 refill soap and paper towel dispensers in building #

The head/lead custodian can determine the amount of time it would take to complete one building. Direct the employee in writing, if necessary to follow this schedule. The employee must also be directed that no changes are made to the schedule without prior administrative or supervisory approval.

For light duty teachers/administrators:

Grading papers, proofreading

Tutoring students one on one

Lesson plans

Signing in visitors, volunteers

Making phone calls such as setting up teacher parent conferences for guidance

Inventory athletic equipment for Athletic Director

Assemble statistics for Athletic Director, make flyers for upcoming games, dances, events

School responsibilities for light duty contact:

Signing in light duty employee if TCD is not used

Explain to them their assignments (cannot exceed doctor's restrictions), location, hours

Communicate with timekeeper from home school, notify if employee does not show up

Accommodate non-English speaking on occasion

Update: March 2010