



THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

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LIGHT DUTY – ALTERNATE TEMPORARY 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 Workers' Compensation doctor restrictions (see the DWC – 25, Work Status Form for authorization and specific restrictions).

In most cases, the employee can self-regulate; adjust their work to prevent further injury according to specified restrictions (section 23 of the DWC – 25). Follow standard procedures for Line of Duty and leaves.

If the school or department cannot provide light duty for the employee's regularly scheduled hours, consider an alternate temporary placement. Below is a list of schools by location that have agreed to accept light duty employees on a temporary basis. They will accommodate but cannot handle discipline issues. **Check the restrictions at each doctor's visit – do not leave the employee at an alternate location if they can accomplish the majority of their job at their regular location with minor restrictions.**

Area	School	Contact Phone
North	Suncoast HS	PX 23418 (882)
North	PB Gardens HS	PX 27372 (694)
North	PB Lakes HS	PX 25001 (640)
North	Bear Lakes MS	PX 27705 (615)
Central	Heritage ES	PX 83207 (804)
South	Atlantic HS	PX 21502 (243)
South	Olympic HS	PX 26902 (852)
West	West Gate ES	PX 77104 (684)
West	Glades Central HS	PX 44402 (993)
West	Wellington Landings MS	PX 58105 (792)
All*	Camera Schools*	PX 48435 (434)

*Call to determine if there is a school in your area with a video camera room that could use a light duty person. Be prepared to advise what restrictions the injured worker has.

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. Annual/sick time should be reported to and approved by approved by home site.

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. Continue to approve sick/annual time as usual. Mark WCQ as the time reporting code for light duty employees if there is loss of productivity. If the employee calls in sick or is taking annual time, notify your contact at the light duty alternative placement site.

Questions?

Workers Compensation Technician – PX 48677 (434), Claims Specialist - PX 47440 (434)

****Note: if you use this service your school will be added to the list of available placements.**

PALM BEACH COUNTY SCHOOLS - RATED "A" BY THE FLORIDA DEPARTMENT OF EDUCATION – 2005 – 2009

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

WWW.PALMBEACHSCHOOLS.ORG

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

LIGHT DUTY ATTENDANCE

**FAX 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: 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:

Restrictions:

Use WCQ as the time reporting code for light duty employees on temporary placement or reduced capacity. This allows you to track how long an injured worker has been on light duty status. **Check the restrictions at each doctor's visit – do not leave the employee at an alternate location if they can accomplish the majority of their job at their regular location with minor restrictions.**

TRANSITIONAL LIGHT DUTY ASSIGNMENTS – Sample

General light duty assignments:

Hall duty – extra eyes and ears to assist monitoring student conduct
Shredding paper, making copies
Parking lot security – eyes and ears using a walkie-talkie, pick up trash with a stick
Video camera monitor
Cafeteria monitor, helping students open milk cartons and juice boxes
Escorting students/guests on campus when they arrive late or leave early for appointments
Fetch and carry for front office, guidance office
Stuffing envelopes, making phone calls, distributing flyers
Inspect for safety hazards, document hazards, complete work orders, report hazards to safety school committee
Restroom monitoring, light duty clean up
Gym locker/art room monitoring – eyes and ears for large class sizes

For light duty custodians/food service:

Light dusting
Light sweeping, spot mopping
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 sinks in the classrooms, fill soap dispensers
Clean every water fountain, wipe down computer screens
Dust books in the media center to comply with restrictions
Wash windows- bucket can be placed on a cart to comply with bending/twisting restrictions
Remove gum from under desks and counter tops, lunch room tables
Clean graffiti from desks and other surfaces complying with appropriate restrictions

For sedentary restrictions: provide chair with rolling wheels, should be able to accomplish some if not all of the following tasks using a rolling chair: remove scuff marks from floor, clean doorknobs and area surrounding knobs, change toilet paper in all dispensers, clean sinks, remove dirt from corners with a small broom, clean student desk tops, clean water fountains, clean chalk trays, clean monitors/hard drives, clean light switches, clean book shelves in media center, clean table tops in media center/cafeteria, sweep under sinks, remove graffiti, dust counters, clean elevator buttons and surrounding areas, cabinet doors, restroom patricians, wipe down cafeteria chairs, scrape gum from sidewalks, dust tops of books and shelves, parking lot/hall monitor using golf cart if available

For light duty teachers/administrators:

Grading papers, proofreading
Tutoring students one on one, listening to students read
Lesson plans, surveys, flyers
Signing in visitors, volunteers, escorting them to and from destination
Making phone calls such as setting up teacher parent conferences for guidance
Inventory athletic equipment for Athletic Director
Inventory text books complying with any lifting restrictions
Assemble statistics for Athletic Director; make flyers for upcoming games, dances, events
Remain in class with students and have substitute do the “heavy lifting”
Inspect PE fields/playgrounds for hazards, note hazards, complete work orders
Parking lot/hall monitor using golf cart if available, eyes and ears monitoring in cafeteria, bus loop

School responsibilities for light duty contact:

Sign light duty employee in and out if TCD is not used

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

Communicate with timekeeper from home school

Accommodate non-English speaking on occasion

Report any behavior issues to Risk Management ASAP so it can be addressed

Sample cleaning schedule, amend to fit the needs and the 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.

Use the time reporting code WCQ for those employees who are at an alternate site for light duty or those employees working in their own job at a reduced capacity.

While not all injuries or employees heal at the same rate, employees should show steady progress toward full duty evidenced by fewer restrictions over time. If you believe that the employee does not seem to be making reasonable progress toward full duty, contact the adjuster at FARA 1(800-482-3272) or Risk Management.

Guidelines involving workers' compensation are located on the District's website:

<http://www.palmbeachschools.org/riskmgmt/WorkersComp/WCGuidelines.asp>

Questions? PX 48176 (434)

Last update: 012012