



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL  
RISK & BENEFITS MANAGEMENT  
3370 FOREST HILL BOUVELARD, A-103  
WEST PALM BEACH, FL 33406

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## 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.

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

**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

Claims Specialist - PX 47440

**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**

<b>DATE</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>Employee Sign:</b>

**TO BE COMPLETED BY TEMPORARY PLACEMENT SCHOOL OR DEPT**

\_\_\_\_\_  
**Temporary Placement School/Dept Authorized Signature**

\_\_\_\_\_  
Revised 1/2009

**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

### 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

### 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:

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

Last update: February 18, 2009