

Transitional Duty

1. The **District** is committed to providing work, when possible, for employees who have been restricted by a treating health care provider due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating health care provider. Every effort will be made to place employees in positions within their own departments. If necessary, an employee will be placed wherever an appropriate position is available.
2. **Salary**
While on transitional duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their salary charged to their regular department.
3. **Duration and Conditions of Transitional Duty**
An employee on transitional duty must furnish a written update of his/her medical condition to his/her department manager from the treating health care provider after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 60 days, subject to review.

NO ADMINISTRATIVE REGULATION

END OF POLICY