

Town of Hollis
Temporary Alternate Duty Policy Statement

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In compliance with RSA 281-A: 23b, the town will be providing temporary alternative work opportunities to all employees disabled by a work-related injury or illness. As soon as the treating physician has released the employee to lighter duties than their current position requires, subsequent to said injury or illness, the employee will be called upon to return to employment in a temporary alternate position. Such reassignment may be to different duties or a different work schedule and may include assignment to a different department or position within.

Temporary Alternate Duty Procedures

This Temporary Alternate Duty policy shall be limited and transitional in nature. For the purpose of this policy, transitional means the duty elements are variable as the employee's work capacity increases.

This policy is not intended to address those situations wherein an employee has been deemed to be permanently disabled from resuming his or her previous position.

1. The injured employee will pick up a list of possible appropriate TAD duties, which are available from the coordinator of the TAD program while reporting the injury. The Administrative assistant to the Selectmen is currently the TAD Coordinator. If the nature of the injury is such that emergency need for care precludes stopping to pick up these forms, the employee shall, as soon as practically possible, call the TAD coordinator to request that this information be mailed to the treating physician.
2. The employee will have the physician complete a NH Workers' Compensation Medical Form, review the list of duties, and check off the appropriate tasks based on the findings during the initial examination.
3. The employee will return the completed form to the TAD coordinator immediately after seeking medical care.
4. The TAD coordinator will work with the employee, representative and the department head to facilitate a safe return to work program.
5. The TAD coordinator or department head may contact the treating physician if additional information is necessary.
6. After each subsequent office visit, the employee will bring an updated medical form from the treating physician to the TAD coordinator.
7. Additional modifications will be made to the return to work program as required. The TAD coordinator will review the appropriateness of continuing the program or duty assignments.
8. Steps 4 through 7 may be repeated until such time as the employee is able to return to his or her normal position or has been deemed to be permanently disabled.

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Approved By:

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