
RETURN-TO-WORK PROGRAM

A. OBJECTIVE

It is the intention of the Oceanside Unified School District (OUSD) to support the development, implementation and monitoring of a Return-to-Work Program that complies with the workers' compensation laws of California, as well as, State and Federal disability discrimination regulations.

The objective of a Return-to-Work Program is to return all employees who are disabled as a result of either a work related or non-industrial injury or illness back to meaningful employment as soon as possible and in a position that is within the medical restrictions outlined by the Primary Treating Physician (PTP), Agreed Medical Evaluator (AME) or Qualified Medical Evaluator (QME), or Primary Care Physician (PCP).

A Return-to-Work Program can have many benefits. OUSD values each employee and acknowledges each individual's contribution. Implementing a Return-to-Work Program shows employees that the District values their well-being and provides OUSD an opportunity to actively participate in an injured worker's recovery so that they can return to work as soon as possible. Employees benefit in the following ways:

1. Retaining full earning capacity
2. Maintaining a productive mindset
3. Staying on a regular work schedule
4. Avoiding dependence on a disability system
5. Having a sense of security and stability

Injured employees who remain in the workforce are less likely to litigate, which can add a significant amount of costs to a workers' compensation claim. Employees who are injured at work who remain in the workforce are less likely to litigate, which can add significant costs to a workers' compensation claim. In addition to financial savings, the District may also avoid lost or reduced productivity by providing temporary assigned duties.

B. PERMANENT AND TEMPORARY WORK RESTRICTIONS

Temporary restrictions are in effect for a specific period of time. These will and should change as an injured employee receives medical treatment and their condition improves.

Permanent restrictions are in effect for the duration of a person's working life or as long as the employee remains permanently disabled. The PTP, AME, QME, or PCP determines these restrictions after the employee has reached maximum medical improvement (MMI) or permanent and stationary (P&S) status. This describes the point at which the physician believes the employee's condition is not going to improve any further.

C. ACCOMMODATING WORK RESTRICTIONS

1. TEMPORARY WORK RESTRICTIONS

Modified or alternative duty work assignments are temporary in nature and assist the injured or ill employees in returning to work at a level they are physically capable of performing until they can return to their usual and customary position. This type of work is an interim process, which enables the employee to gradually resume their full-time duties as recommended by their PTP, AME, QME, or PCP. It is possible that an injured employee will participate in several modified or alternative work assignments while recovering.

The Return-to-Work Program is designed to allow employees to return to work either in their usual and customary position with minor modifications; or, in a modified or alternative work assignment that is at a level they are physically capable of performing until they are released to return to their regular position.

Participation in the program is reviewed after each medical work status is received. During a modified or alternative work assignment, the District will reassess its position related to the accommodation and may deem that continuing with this approach is no longer an effective strategy towards an injured workers' recovery. Each situation will be evaluated on a case-by-case basis with the physician's recommendation taken into consideration. Benefits under the Workers' Compensation laws or District Leave policies may be available to eligible employees.

2. PERMANENT WORK RESTRICTIONS

The Return-to-Work Program also addresses the District's responsibility to assess its ability to accommodate an employee's permanent modified work restrictions.

Permanent modified accommodations may be considered at various intervals during the injured employee's recovery process, but by no later than when the PTP, AME, QME, or PCP has deemed the injured employee has reached MMI/ (P&S) status and is unable to continue working their usual and customary occupation. Permanent work restrictions are outlined in the final medical report.

In most cases, the final medical report is not available until weeks after the last visit. While waiting for this information, the District may place an employee on administrative paid leave until the necessary information is received. The Human Resources department will then hold an Interactive Process Meeting (IPM) with the employee and any other stakeholders to discuss and determine accommodation.

D. PROGRAM PARAMETERS

Under no circumstances does this Program intend to establish new positions, new assignments or displace other employees.

1. The program's intention is to utilize the injured employee in a meaningful capacity that benefits the District, the employee, the school community, and the students.
2. A Return-to-Work Program is designed to help control the cost of the District's workers' compensation program, as well as, to reduce the disruption of work and services provided to the students.

Studies continue to illustrate that injured employees recover quicker and have improved outcomes when returned to work in a modified or alternative capacity compared to remaining at home.

E. PROGRAM SCOPE AND CONTACTS

1. **Participating Departments:** All

Participation is mandatory for those employees who meet the program criteria. Refusal of modified or alternative work by employees with industrial injuries may affect their eligibility to receive some benefits under the workers' compensation laws of California. Employees with non-industrial injuries who refuse modified or alternative work may use personal leave that is available to them. Mandatory participation also applies to the supervisor whose duty it is to assist the Return to Work office in identifying and placing the employee in appropriate modified or alternative work.

2. **Program Effective Date:** March 2018

3. **District Contacts:**

Primary Contact:

Dr. Todd McAteer
Associate Superintendent, Human Resources
(760) 966-4001
todd.mcateer@oside.us

Secondary Contact:

Meach Davis
Workers' Compensation/ Return to Work Technician
(760) 966-4035
mdavis@oside.us

4. Front Line Providers (Work-related Injuries)

a) Company Nurse

Injury Hotline: 1-877-518-6702

Oceanside Unified Search Code: QS444

b) Akeso Occupational Health (formerly WorkPartners)

3156 Vista Way Suite 100 Oceanside, CA 92056 (760) 681-5222	2365 S Melrose Dr. Vista, CA 92081 (760) 571-5910
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F. APPENDIX**1. Instruction Sheets**

- i. Reporting a Work-Related Injury and Return to Work Guidelines
- ii. Non-Industrial/ Non-Work-related Injuries/ Illnesses

2. Letters

- i. Modified/ Alternative Work Offer
- ii. Unable to Accommodate Modified/ Alternative Work
- iii. Safe Return to Work/ Re-entry Acknowledgement

3. Employee's Guide to Modified or Alternative Work**4. Modified or Alternative Work Tasks/Activities**

Appendix 1.i: Instruction Sheet: Reporting a Work-Related Injury and Return to Work Guidelines



INSTRUCTIONS FOR REPORTING A WORK-RELATED INJURY/ILLNESS AND RETURN-TO-WORK GUIDELINES

Workers' Compensation/ Return-to-Work (WC/RTW) Office:	Meach Davis mdavis@oside.us or wctech@oside.us Tel: (760) 966-4035
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WHEN A WORK-RELATED INJURY OR ILLNESS OCCURS:

1. The employee will do the following:

- a. Notify a District Representative (Admin Secretary, health clerk, supervisor, Principal, Lead Staff or the WC/RTW Office) immediately, but no later than 24 hours after the incident.
- b. Read this document and obtain the following forms:
 - i. Employee Incident Report
 - ii. Authorization for Medical Treatment Work-Related Employee Injury (This form provides the option to Accept or Decline medical treatment)

If Medical Treatment is Accepted	If Medical Treatment is Declined
<ul style="list-style-type: none"> • Call the Company Nurse injury hotline <p>Injury Hotline: 1-877-518-6702 Oceanside Unified Search Code: QS444</p>	<ul style="list-style-type: none"> • Return the completed forms, which will be sent to the WC/RTW office

- c. If a call to the Company Nurse hotline is completed and is:

Directed to Clinic for Treatment	Directed to Self-Care
<ul style="list-style-type: none"> • The following documents will be provided: <ul style="list-style-type: none"> ▪ State of California Workers' Compensation Claim Form (DWC-1) ▪ Notice to Employees ▪ Workers' Compensation Benefits and Procedures ▪ PRIME: Important Information about Medical Care ▪ Workers' Compensation Temporary Prescription ID Card 	<ul style="list-style-type: none"> • No additional forms required

- d. Proceed to the selected medical facility as directed.
- e. After each medical visit receive a Work Status Report from the current medical provider (Work Partners or Specialists)
- f. Keep all scheduled appointments
- g. Communicate work status with the supervisor
- h. Participate in the District's Return to Work Program and adhere to medically certified work restrictions, if any
- i. Be available and respond timely to communication received from the WC/RTW Office, Human Resources staff, Claims Examiners, Supervisor, and other District personnel

2. The supervisor will:

- a. Review the Employee's Incident Report
- b. Conduct an accident investigation using the Supervisor Statement form as a guide
- c. Send completed forms to the WC/RTW Office within 72 hours of knowledge of the incident/injury/illness
- d. Manage transitional duty/ modified work in coordination with the WC/RTW Office

PRIOR TO RETURNING TO WORK:

1. The employee will:

- a. Provide work status to the WC/RTW Office either in person, e-mail, or faxing a copy of the report after each medical visit
- b. Receive return to work instructions from the WC/RTW Office if accommodations for work restrictions is needed

2. The WC/RTW Office will:

- a. Arrange for accommodations of the employee's work restrictions, if any
- b. Continue to oversee the Return-to-Work Program (if there are work restrictions) until the employee is released to return to usual and customary duties.

Appendix 1.ii: Instruction Sheet: Reporting a Non-Work-Related Injury and Return to Work Guidelines



**RETURN-TO-WORK INSTRUCTIONS
NON-INDUSTRIAL/ NON-WORK-RELATED INJURIES/ILLNESSES**

Return-to-Work Office	Meach Davis Email: mdavis@oside.us Tel: (760) 966-4035 Fax: (760) 967-7178
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1. As soon as there is knowledge of an absence, the employee must notify their Principal, Supervisor or Administrative Secretary. The notice must include when the absence will begin and estimated return to work date. If the absence will be longer than 5 workdays, the employee may be required to provide a doctor's note.
2. Employees must provide the doctor's note/ return-to-work documentation to the Return-to-Work (RTW) Office within 24 hours **AFTER EACH MEDICAL VISIT**. A copy may be submitted either in person, via e-mail or fax.
3. The following information must be included in the doctor's note:
 - a. Date of the medical visit
 - b. A list of specific limitations/ restrictions if any
 - i. Date the limitations/ restrictions will begin
 - ii. Date the limitations/ restrictions will end
 - c. Date of return to work without restrictions
 - d. Date of the next evaluation if any
 - e. Physician's name, address, and phone number
 - f. Physician's signature
4. Any limitations/restrictions will be reviewed by the District's RTW Technician who, along with the employee's immediate supervisor, site administrator, and directors of human resources, will identify tasks and available options. The RTW Technician will discuss the return-to-work plan with the employee and issue the appropriate notice.
5. If modified duty is available, the employee will be required to sign the Modified/ Alternative Work Offer Letter prior to returning to work.
6. It is important to note that, due to safety concerns, it is the District's practice that staff who primarily work at school sites cannot be allowed to work on campus if the limitations/ restrictions include the use of crutches.

Appendix 2.i: Letter: Modified/ Alternative Work Offer

TO:
FROM: Workers Compensation/Return to Work Office
DATE: [Click here to enter a date.](#)
RE: **Modified/Alternative Work Offer** - Choose an item.

Oceanside Unified School District has developed a Return to Work Program to benefit all employees and the District. You are a valuable resource to the District, and we are pleased that your treating physician has authorized you to return to work. You will be assigned to modified work that is within the medical abilities and limitations outlined by your treating physician. Effective immediately please report to the following:

- Temporary Position:**
- Location:**
- Temporary Restrictions:**
- Temporary Duties:**
- Supervisor:**
- Supervisor Phone:**
- Hours:**
- Effective Dates:**

If you are sick or unable to report to work for any reason, please contact the supervisor above immediately, as well as Human Resources. If you become ill or are unable to report to work during your temporary modified work assignment, we will charge your sick leave unless you provide our office with a doctor's off work notice indicating your illness was industrial related.

Overtime or additional hours shall not be allowed during modified duty assignments unless prior approval has been obtained from the supervisor and confirmed by the WC/RTW office.

This is a temporary assignment that is subject to change. If, at any time, you feel you are unable to perform the temporary assignment or, if you should feel the physical requirements of the position exceed limitations placed by your physician, please immediately notify your supervisor.

The intent of this program is not to create a new permanent position. If your work restrictions change we reserve the right to assign you to a new temporary assignment/position or place you back on workers' compensation temporary disability.

We look forward to your participation in our Return to Work Program.

I have read and **ACCEPT** this modified/alternative work offer

I have read and **DECLINE** this modified/alternative work offer
(WORK-RELATED INCIDENTS ONLY: By declining I understand this will affect my ability to receive temporary disability benefits)

_____	_____	_____
Employee Name (Print)	Employee Signature	Date
_____	_____	_____
District Representative (Print)	District Representative Signature	Date

cc: Modified Site Supervisor
Payroll Department
Human Resources
Keenan & Associates (Workers Compensation Only)

Appendix 2.ii: Letter: Unable to Accommodate Modified/ Alternative Work

TO:**FROM:** Workers Compensation/Return to Work Office**DATE:** [Click here to enter a date.](#)**RE:** Modified/Alternative Work - [Choose an item.](#)

Oceanside Unified School District has developed a Return to Work Program to benefit all employees and the District. While the intent of this program is not to create a new or permanent position, the goal is to make reasonable accommodations whenever possible to allow employees to remain at work and reduce lost time as a result of injuries and illnesses.

You are a valuable resource to the District, and we are pleased that your treating physician has authorized you to return to work. However, after careful review of the medical information from your [Click here to enter a date.](#) visit with Dr. **(Physician's Name)**, the following decision has been made:

- The District [Choose an item.](#) a modified position available to accommodate your restrictions. As soon as an assignment, which is within the medical abilities and limitations outlined by your treating physician, becomes available a District representative will contact you to discuss the details.
- After working with restrictions since [Click here to enter a date.](#) , your medical work status remains unchanged and the District now feels that this return to work approach may no longer be an effective strategy for your recovery. In this regard and after careful review, as of [Click here to enter a date.](#), the District will no longer be able to offer a modified position.

As you recover, and your medical condition changes, the District will continue to keep track of your progress and abide by your treating physician's return to work guidelines. Your work status will be evaluated with each updated work status report form that you submit, and the District will notify you of modified or alternative work opportunities that may be available.

You are responsible for keeping your supervisor informed of your work status. Please ensure that you submit a completed work status report form to the workers' compensation/return to work office after each appointment and before returning to work.

You may be entitled to other benefits under the Workers' Compensation program and the District's Leave policies. Please contact the appropriate representative for more information.

If you have any questions regarding this matter, please contact the workers' compensation/return to work office at (760) 966-4035.

cc: Site Supervisor
Payroll Department
Human Resources
Keenan & Associates (Workers Compensation Only)



Date

Dear (Employee Name):

Oceanside Unified School District has developed a Return-to-Work Program to benefit all employees and the District. We recognize that you are a valuable resource, and we are pleased that your treating physician has authorized you to return to work. As you transition back into work after a long-term absence, your safety is a priority.

Please carefully review the following documents, specifically the items which outline the position's physical requirements, description, analysis, and examples of activities of the job, as well as the District's safety expectations:

- Job Description
- Job Analysis
- Code of Safe Work Practices

Your signature below, confirms your acknowledgement that you have received, read, and understand the expectations and agree to conform with all safety practices, rules, and regulations relating to safe work performance. In addition, you also commit that if the physical requirements of the position exceed your work capacity and if you have questions or safety concerns, it is your responsibility to immediately notify your supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

cc: Human Resources

Board of Education
Sancy Eggin, Ed.D.
Raquel Alvarez Mike Blessing
Eleanor Evans Eric Joyce

Superintendent
Julie A. Vitale, Ph.D.

2111 Mission Avenue
Oceanside, CA 92058-2332
Phone (760) 966-4000
www.oside.us

Appendix 3: Employee's Guide to Modified or Alternative Work

EMPLOYEE'S GUIDE TO MODIFIED OR ALTERNATIVE WORK

What is a "Return to Work" program?

We recognize that being disabled from a work-related injury or a non-work related injury or illness can be unsettling. Often as a result of an injury or illness, an employee is unable to physically handle all aspects of their normal job. Recognizing that all employees provide valuable contribution to the District, we have established a program that enables you to return to work in a capacity that will be helpful to your recovery process, helpful to the District, and benefit our school community.

What is a "Modified or Alternative Work Assignment"?

A temporary job that is designed to allow an employee to return to work with temporary limitations or restrictions that may prevent the employee from performing the full range of the usual and customary job duties. A coordinated effort is made between you, your treating physician, and the District to identify a temporary work assignment that is within work restrictions and beneficial to the district.

How does a "Modified or Alternative Work Assignment" help my recovery?

Many times injured employees remain at home during part of their recovery process. The lack of physical activity and engagement with co-workers often delays the recovery process. Medical studies have shown that individuals who return to work recover quicker and return to their regular jobs sooner.

Who, at the District, do I send my work status note from my physician?

Upon receipt of a work status by your treating physician, you are required to immediately, no later than the next working day, report to the Workers' Compensation/ Return to Work Office. It is the employee's responsibility and duty to keep the District informed of their work status.

If I cannot do an essential function of my job, what happens? What is the next step?

If you are unable to do an essential function of your job, every effort will be made to find a modified or alternative work assignment that complies with the recommendations of your physician. If a modified or alternative work assignment is not available and your injury or illness is work related, you may be entitled to Industrial Accident Leave and other benefits under the Education Code. This may include Temporary Disability until a modified or alternative work assignment is identified that fits within your work restrictions or until you are released by your treating physician.

Can I choose not to participate in a "Modified or Alternative Work Assignment" program?

If the District has an appropriate position and your treating physician feels it is medically appropriate for you to return to a modified or alternative work assignment, you will be required to participate. If you choose not to participate, you may not be entitled to Industrial Accident Leave and other benefits under the Education Code and/or Temporary Disability benefits if the injury or illness is work-related.

Employees with non-industrial injuries who refuse modified or alternative work may use personal leave that is available to them.

How will I obtain medical treatment if I'm back at work in a "Modified or Alternative Work Assignment"?

Your medical treatment plan will continue as indicated by your treating physician. Participation in this program is not designed to interfere with your treatment, but rather to be an added element in your recovery. We do ask that you arrange treatment before or after your work hours whenever possible. If a physician visit, physical therapy, or testing is required during regular work hours, please let your supervisor know.

How long can I participate in the "Modified or Alternative Work Assignment" program?

Length of participation will vary based on individual needs as indicated by your treating physician and the District's availability of modified or alternative work assignments. If you are unable to return to your regular job, and if another appropriate modified or alternative work assignment is not available, you will be eligible for Industrial Accident Leave and other benefits under the Education Code and/or Temporary Disability, if the injury or illness is work related.

What if, during my participation, my medical condition changes or I feel unable to continue working the “Modified or Alternative Work Assignment”?

As you recover, and your medical condition changes, the District will continue to keep track of your progress and abide by your treating physician's return to work guidelines. If, at any time, you feel unable to continue the modified or alternative work assignment, please contact the Workers' Compensation/ Return to Work Office.

I've had a work related injury, why am I receiving Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA) paperwork?

An injury or illness that occurs at work may meet the definition of a qualifying medical condition under FMLA/CFRA. It is important that you know your rights and responsibility if your work-related injury/illness is covered by these two laws. Employees with questions about what illnesses are covered under this FMLA/CFRA policy or under the District's sick leave policy are encouraged to consult with Human Resources.

If I have sick time, am I required to take the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) leave unpaid?

No. FMLA/CFRA leave runs concurrently with your Industrial Accident Leave and workers' compensation benefits. While disabled from a work related injury you will be eligible for all benefits under the Education Code and as provided statutorily by workers' compensation. If, however, all benefits are exhausted and you still have sick time available, that will be utilized.

What is disability retirement and where do I go to file for it?

If you have a disabling injury or illness that prevents you from performing your job duties, you may be eligible for disability retirement through the Public Employee Retirement System (PERS) or State Teachers Retirement System (STRS). You would need to file a Disability Retirement Election Application with PERS or STRS. For more information, please contact Human Resources.

Appendix 4: MODIFIED OR ALTERNATIVE WORK TASKS/ ACTIVITIES

MAINTENANCE

Wash/Maintain District Fleet (Gas Up)
General Cleaning
Assist Locksmith w/Key Organizing System
Cut Lock off in Locker rooms
Check Sinks & Spigots for Leaks
Check Fans in Restrooms
Check Toilet Operations
Check Function of Lighting
Check Fire Alarm Panels
Check Drainage of Sinks
Check Wheel Chair Lifts for Permits
Check Elevators for Permits
Check Emergency Exits for Clearance
Touch-up Painting
Check for Surge to Surge & Extension Cord Filing
Self-Inspection Fire Extinguishers
Self-Inspection Fire Sprinkler Risers
Self-Inspection Eyewash/Deluge
Tool Cleaning
Maintenance of Fall Cushioning
Check Clearance for Water Heaters
Check Clearance for Electrical Panels
Check Sprinklers
Check Exit Signs
Change Air Conditioner Filters
Clean Air Returns
Check Emergency Lighting
Inventory – VIN Match
Inventory – Surplus Items/Emergency
Office Work – Work Orders (Depart & DW)
Dispatch
Run Errands
Wash Windows (Department & District-Wide)
Breakdown Trash
Playground Inspections
Scraping Gum
Clean Up Trash Against the Fence
Visual Inspections
Perimeter Monitor
Lock Work
Checking door screws
Calibrate Thermostat
Checking Room Temperature
Filters HVAC Check
Touch Up Paint
Replace Damaged Ceiling Tiles
Building Inspections
Emergency Evacuation Maps
Check Drains/Plumbing
Concrete Checks
Graffiti Identification and Removal

Playground Inspections
Stormwater Inspections
Update Training with Keenan SafeSchools Courses

CUSTODIAL

Check Lights/Light Bulbs
Check Parking Lot Lights
Clean Keyboards in the Computer Lab
Wash Windows/Doors
Check Restrooms
Check & Replace Toilet Paper
Pick Up Trash
Check & Replace Paper Towels
Check for SDS Sheets
Label Secondary Containers
Painting Curbs, Playground Lines, Parking, etc.
Sweeping
Identify Faulty Furniture, Equipment, Etc.
Check Gates
Dust/Polish Furniture
Clean up After Birds/Pressure Washing
Weeding
Clean Unoccupied Classrooms
Pick up Trash Interior/Exterior
Clean Keyboards/Computer Labs
Dust Furniture
Window Cleaning
Supplies Stocking
Security- Campus Walk
Information Services
Staff Welcome Tables
Gum Abatement
Monthly Hazard Waste
Graffiti Identification and Removal
Playground Inspections
Stormwater Inspections
Update Training with Keenan SafeSchools Courses

AIDES

School Office Assistance
Photocopying
Supply Inventory, Organization, Purchasing
Laminate Posters
Update Bulletin Boards
Answering Telephones
Filing Non-Confidential Documents
General Office Tasks
Student Supervision
Classroom Assistance
Grading Papers

Preparing Assignments
Assisting Students
Working with Small Groups Needing Support or Tutoring
Monitoring During Tests
Providing Extra Supervision in Library/Computer Time
Organize Computer/ Media Lab
Library Support
Update Training with Keenan SafeSchools Courses

CLASSIFIED PERSONNEL/CLERICAL

Answering Phones
Line Monitoring/Provide Directions
Filing
Label Documents
Stuff Envelopes
Distribution of Non-Confidential Information
Put Together Packets
Photocopy
Reception Desk Duty
Scanning Documents
Another "Set of Eyes" Where Needed
Sorting Mail
Library Assistance
Clean Workroom & Restock
Laminate/Work on Special Projects
Verify Emergency Card Data (CDC)
Review Hiring Packets
Data Entry
Schedule Appointments
Follow up with work/employees
Deliver Mail
Safety Inspection
Room Inventory Update
Tool Inventory
Tool Labeling
Update Training with Keenan SafeSchools Courses

CAMPUS SECURITY/POLICE OFFICERS

Monitor Detention Facility Area
Check Emergency Buttons at Desks
Monitor
Run Shuttle Service
Additional Supervision Assignments (Where Needed)
Monitor/Greeter
Perimeter Checks
Clean Sweep
Camera Duty
Lost/Found Sorter
Assist with Dispatch
Filing/Processing Reports
Background Checks
Maintain Fleet
Reducing Reports to Electronic
Training for Campus Security Surveillance
Provide Escorts
Ticketing
Check Emergency Signs
Information Booth

Check Fire Extinguishers
Check Emergency Supplies/First Aid Kits
Check Power Cords
Check Blocked Exits/Entrances
Update Training with Keenan SafeSchools Courses

INSTRUCTION

Proctor Students
Review/Scan IEP's
Student Supervision
Classroom Assistance
Assist Teachers by Grading Papers
Preparing Assignments
Assisting Students
Working with Small Groups Needing Support or Tutoring
Monitoring During Tests
Providing Extra Supervision in Library/Computer Time
Inventory/Organize Department Supplies
Filing
Copying
Returning Phone Calls
Verbal Surveys
Book Conference Room
Packaging of Binders
Tutoring
Front Office Work
Training Aides
Researching Scholarships/Grants
One on One Tutoring
Review student curriculum files
Data Entry
Triage Assistance for Counseling
Library Support
Organize books and library materials
Assist classrooms visiting the library with book returns
and checkouts
Update the library database
Review Course Syllable
Update Course Outline for Dept
Evaluate Assessments
Review Courses
Update Training with Keenan SafeSchools Courses

NUTRITION SERVICES

Inventory Food Items
Check for Spoilage/ Rotate Food Items as needed
Monitor and Manage Student Lines
Supervise salad/ fruit bar
Supervise Students Eating in the Cafeteria or Outside
Refill supplies such as Condiments/ Paper Goods
Oversee Recycling
Assist in Purchasing
Maintain Temperature Logs
Replace Student ID cards
Clear Trash/ Debris in Cafeteria and Eating Areas
Update/ Organize Bulletin or Message Boards
Wipe Off Tables
Conduct Documented Safety Inspections of Kitchen
Update Training with Keenan SafeSchools Courses

TRANSPORTATION

- Additional Bus Monitoring
- Walk Through All Buses at End of Day
- Collect Anything Left on the Bus
- Remove Trash or Debris
- Check All Seats
- Assist with Bus Maintenance
- Washing/ Cleaning Interior/ Exterior
- Conduct Safety Inspections
- Ride Along as Extra Student Supervision
- Inventory Parts
- Organize Chemicals
- Label Secondary Containers
- Check for SDS
- Write Up/ Process Work Orders
- Office Assistance
- Update Training with Keenan SafeSchools Courses

CHILD DEVELOPMENT CENTER

- Review Files
- Work w/Children
- Review and Scan IEP's
- One on One Tutoring
- Laundry
- Bathroom Supervision
- Monitor Camera at Children Assessment Area
- Answer Phones
- Family Greeter
- Assist in the Classroom
- Verify Emergency Data Cards
- Prepare Food Snacks
- Inventory Supply Room
- Playground Maintenance
- Safety Inspections
- Update Course Outline
- Prepare Lesson Plans/Supplies
- Check In/Out Students
- Check Earthquake Kits
- Update Training with Keenan SafeSchools Courses

Revision History:

Date	Description
2008	Establishment of written policy
June 2018	Major revisions to the document structure and content to reflect current practices
July 2019	Updates to ensure alignment with Board Policies related to duration or length of accommodation; Updated appendices 1.i and 2.ii; Revisions to the list of Modified or Alternative Work Tasks/ Activities
August 2019	Updated Appendix 1.ii rev. 08-2019
March 2022	Updated District logo; Replaced Appendix 1.i with revision 02-2022
August 2022	Added Appendix 2.iii: Safe Return to Work/ Re-Entry Acknowledgement
July 2023	Updated to reflect frontline provider's new name