

TEMPORARY ALTERNATE DUTY

Procedure

- A) The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form (75 WCA-1), based on the findings during the initial examination. Upon completion, the injured employee will be responsible for returning the form to the Human Resources Manager.
- B) The employee's supervisor and Human Resource Manager will work with the employee to facilitate a safe return to work program with limitations listed by the treating physicians. If a job description and/or an essential task analysis, is needed from the treating physician to determine limitations, the employee will notify the Human Resources Manager. The Human Resources Manager shall be responsible for providing the job description and/or an essential task analysis, to the treating physician. If necessary, the Human Resources Manager may contact the treating physician, with permission of the employee, if additional information is needed regarding the employee's limitation.
- C) The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment, but in no longer intervals than thirty days, and return the form to the Human Resources Managers.
- D) Additional modifications will be made to the temporary alternate/transitional duty program as necessitated by the treating physician's NH Workers comp Medical Form. The Human Resources Manager will be responsible for reviewing the appropriateness of continuing the program or duty assignments as necessary.
- E) Steps A through D may be repeated until such time as the employee is able to return to his/her normal position or has been deemed to be permanently disabled.