

The Buncombe County Board of Education is committed to assisting employees injured on the job to the extent allowed and required by NC law. When administering the Workers' Compensation Act N.C. G.S. 97 – 1, et seq. (hereinafter referred to as "the Act") the administration shall follow the guidelines below:

- I. **TRANSITIONAL RETURN TO WORK** – Employees who are out of work because of a workers' compensation covered injury shall return to their normal position as quickly as possible. When return to the normal position is not possible, however, the following guidelines for transitional return to work shall be followed:
  - A. The employee may be temporarily assigned to the same position but with reduced working hours or reduced duties;
  - B. The employee may be assigned to a different position within the same school or department if the employee possesses the appropriate qualifications and skills to perform the job; or
  - C. The employee may be assigned to the same or a similar position in a different location if there is a vacancy.

Transitional return to work does not include creating a new position or hiring additional personnel in order to transition an employee back to work.

- II. **SEPARATION FROM EMPLOYMENT** – Employees who are out of work because of a workers' compensation covered injury may be separated from employment in the following situations:
  - A. The employee has been out of work for one calendar year and is unable to return to his/her employment;
  - B. The employee has reached Maximum Medical Improvement (MMI) as defined by the Act and is unable to return to his/her position.
  - C. The employee refuses suitable employment.
  - D. The employee has not cooperated with the rehabilitation procedures.

An employee who is separated from employment shall cease to receive health insurance benefits as an employee of Buncombe County Schools.

The Superintendent may appoint a Safety Committee to review workplace safety issues and to make recommendations regarding the transitional return to work program. The Personnel Department will manage the transitional return to work program.

Adopted: February 6, 2014

Replaces Board Policies 738 and 744