

Town of Kingston

WORKERS' COMPENSATION TEMPORARY ALTERNATIVE WORK PROGRAM

I. Policy

In compliance with RSA 281-A:23-b, the Town of Kingston (hereinafter "Town") will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

II. Purpose

The town adopts the principle that it is important to provide meaningful work during the time of healing following a work-related illness or injury in order to assist employees in their transition back to full duty.

III. Procedure

The Temporary Alternative Work Program will be available to employees for a period of time extending as long as the circumstances of the illness/injury requires, but not longer than three (3) months, as dictated by the treating physician and as such duties are available.

The program is not intended to address those situations in which an employee has been deemed permanently disabled and unable to resume his or her previous position.

- A. An ill/injured employee will be responsible to obtain a New Hampshire Workers' compensation Task Analysis and a copy of his/her current position when reporting the injury. Forms may be obtained from the Selectmen's office. If the nature of the injury or illness is such that emergency need for care precludes obtaining the above forms, then the employee shall, as soon as possible, call the Selectmen's office to request that an analysis and position description be mailed to the employee or his/her treating physician.
- B. The treating physician and the ill/injured employee will share the responsibility of providing the Town the NH Workers' Compensation Medical Form. This form provides information relating to the employee's capabilities necessary to structure a temporary duty program.
- C. The Selectmen and department head will work with the employee to facilitate a safe return to work program within limitations listed by the treating physician. If necessary, the Selectmen or department head may contact the treating physician for additional information.

- D. After each subsequent visit, the ill/injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to the Selectmen's office.
- E. Additional modifications will be made to the return to work program as required. The Selectmen will be responsible for reviewing the appropriateness of continuing the program beyond three (3) months, as necessary.
- F. Upon release by the treating physician, the employee will assume normal duties of his or her regular position.

IV. Positions Within the Town

An outline of each position that details the present requirements and the essential functions of each job within the Town is located in the Selectmen's office.

V. Summary

A notice summarizing all employees' rights shall be posted in the Selectmen's office for inspection by all employees.

The provisions of this policy are intended to comply with RSA 281-A:23-b. To the extent that this policy is ambiguous or contradicts the RSA or NH Department of Labor ("DOL") Regulations, the language of the RSA or DOL regulations will prevail.

As adopted this _____ day of _____, 2005.

Town of Kingston Selectmen:
