

## **HUMAN RESOURCES SERVICES**

**Request approval of the following Human Resources Services Items:**

**G. Personnel Actions as presented in Human Resources Services Exhibit E.**

*(Purpose: To approve Resignations, Retirements, Terminations, Employment, Leaves of Absence, and/or Change of Position/Status/Salary.)*

**H. First Reading of revised Policy 347 – Transitional Return-to-Work Program  
(Reference Human Resources Exhibit F).**

*(Purpose: This policy is being revised to update the IU13 procedure. This policy was last updated April 2012.)*

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	TONYA	ARTUS	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/04/2025	\$96,847.00	M+15/16	195	Filling Vacancy
2	LACY	JACKSON	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	08/04/2025	\$29.64 /hour	08	185	Filling Vacancy
3	DAVID	MENDEZ	CUSTODIAN		TS	05/12/2025	\$20.67 /hour		260	Filling Vacancy
4	BROOKE	WEISS	SUB DAILY PARAPROFESSIONAL		HRS	05/27/2025	\$115.00 /day		185	New - Program Need

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: CHANGE OF POSITION, STATUS, OR SALARY

**CHANGE OF POSITION:**

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	MARGARET	ANASTASIO	PROGRAM DIRECTOR		ECSES	DIRECTOR OF ECSES - SCHOOL AGE		ECSES	07/01/2025	\$170,000.00			Filling Vacancy
2	LAWRENCE	BOPP	SEC SPECIAL EDUCATION		ECSES	INTERIM SUPERVISOR OF SPECIAL EDUCATION		ECSES	05/09/2025 Through Close of 24-25 School Year	\$ 103,969.00			Filling Vacancy
3	JEREMY	SWEIGART	PROGRAM DIRECTOR		ECSES	DIRECTOR OF ECSES - EARLY CHILDHOOD		ECSES	07/01/2025	\$160,000.00			New - Program Need



**Policy: 347**

**Section: 300 Employees**

**Proposed Revised Policy – First Reading 5/14/25 (markups shown)**

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## **Transitional Return-to-Work Program**

### **Purpose**

The transitional return-to-work program is intended to return eligible Intermediate Unit employees to modified duty, light duty, or regular employment, as recommended by the employee's healthcare provider, and through the interactive process.

### **Authority**

In an effort to explore reasonable accommodations under the Americans with Disabilities Act (ADA) in accordance with Board policy and administrative regulations, this policy shall apply to any employee who meets all of the following conditions:

1. Has been injured or ill,
2. Is disabled as defined under applicable state and federal laws,
3. Is capable of productive work,
4. Cannot return to his/her pre-injury/pre-illness job for the Intermediate Unit with or without reasonable accommodations because of his/her injury/illness, and
5. Is expected to be able to return to his/her pre-injury/pre-illness job within a definite period.

An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:

1. The employee is not medically able to ~~cannot~~ perform the assigned modified duty or light duty work.
2. The employee fails to follow his/her healthcare provider's recommendations and creates ~~a~~ significant risk of substantial harm to the health and safety of himself/herself and others that cannot be remedied by a reasonable accommodation. [29 C.F.R. § 1630.2(r)].

3. The employee will be unable to return to his/her pre-injury/pre-illness occupation with or without reasonable accommodation(s) within a reasonable period of time.

The work that is offered to an injured/ill employee shall be productive, meaningful work that will advance the mission, vision, and goals of the Intermediate Unit.

#### **Delegation of Responsibility**

The Executive Director or designee shall determine if modified duty or a lighter duty job will be offered to an eligible employee.

The Executive Director or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.

The Executive Director or designee shall ensure that all staff responsible for the return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, Workers' Compensation Act, and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts, and collective bargaining agreements.

#### **Guidelines**

The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts, or collective bargaining agreements.

Nothing in this policy shall be construed as requiring that modified duty or a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Modified duty and/or lighter duty jobs are intended as a transitional opportunity to assist an eligible employee to return to his/her pre-injury/pre-illness occupation with or without reasonable accommodation(s).

#### **Legal References:**

[29 CFR Part 825](#)

[29 U.S.C. 2601 et seq](#)

[42 U.S.C. 12101 et seq](#)

[45 CFR Part 160](#)

[45 CFR Part 164](#)

[77 P.S. 1 et seq](#)

## HUMAN RESOURCES SERVICES

Adoption Date: ~~April 11, 2012~~

Classification:

Revised Dates: ~~May 22, 2024~~

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