

FOOD AND NUTRITION PROCEDURES

Number	G-5
Reviewed	July 2009
Effective	July 2004
Page	1 of 2

Miami-Dade County Public Schools

Subject:	ILLNESS/INJURY
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

INJURIES OCCURRING AT WORK

If an injury occurs at work, send or accompany the employee to the principal's office to ensure that the proper accident forms are completed according to the M-DCPS Workers' Compensation Program manual.

In cases where an employee has been out 10 days or more, contact the Workers' Compensation Section for placement in the appropriate Workers' Compensation Program. During the first 10 days or until Workers' Compensation can place the injured employee on the Workers' Compensation Worksite payroll, the employee remains on their assigned worksite payroll.

When an employee is released from Workers' Compensation with doctor's restrictions, the employee is to report to their original job site and they are expected to fulfill the primary functions of their job. If the employee cannot perform their primary function, they may be reassigned to another position within the food service area. Alternative positions that may be available in the food service area, providing the employee qualifies and no additional training is needed, may be cashiering, food preparation and sanitation duty. In the event the employee cannot perform any other task within the food service area, Workers' Compensation may arrange for the employee to work elsewhere within their assigned school. (As this is a more costly alternative to the department, it should be utilized when no other agreement can be met.)

Prior to an employee returning to work from a Workers' Compensation case, the Food Service Manager must complete the Food Service Employee Authorization to Return to Work form [FM-1737](#). This form is given to the employee for their physician to complete and sign prior to the employee returning to work. This signed form should be kept on file in the Food Service Manager's office.

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Number	G-5
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Page	2 of 2

Miami-Dade County Public Schools

ILLNESS/INJURY (continued)

ILLNESS/INJURY OCCURRING OUTSIDE WORK

When an employee is absent from work for five (5) or more days due to illness or injury on or off duty, the attached Food Service Employee Authorization to Return to Work form [FM-1737](#), should be completed by a physician to protect the employee and fellow employees. The Food Service Manager is to indicate which of the duties on the form are required by the employee to complete the daily duties of their assigned job function. This form is then given to the employee for their physician to complete and sign prior to the employee returning to work. This form should be kept on file in the Food Service Manager's office.