

## Temporary Alternative Duty - Library

TAD is individualized for each employee and is supported by medical documentation. This provides for a timely job modification/placement to a temporarily disabled employee who cannot perform their duties as a consequence of an occupational injury/illness. Safe and timely return to work recognizes that while an employee cannot perform the full range to his/her duties, meaningful, productive work can be performed.

The alternative job will be productive and valued work which can be performed safely based upon **suggestions from the employee's physician. It will be work that can be done without risking the safety of other employees, or compromising the productivity and mission of the library.**

**It is Barrington Public Library's intent that this program will be compatible with current statutory law** as referenced in the Town Safety & Health Policy (Pg 88). The program is voluntary but if the employee fails to accept temporary alternative work, the employer may petition the commissioner pursuant to RSA 281-A: 48, to reduce or end compensation.

Our aim is to provide TAD duties to assist to rehabilitate the employee to his/her pre-injury occupation in the shortest possible time.

The following are an example of the possible light duty jobs that we have available:

Most of the duties are currently performed by staff members but could be re-assigned, and training provided, to the employee on light duty, allowing the employee currently doing these tasks to take over some of the tasks the injured employee can no longer complete. Not all temporary duties will be suitable for all injuries and the library cannot guarantee the same rate of pay or hours from the **job the employee is unable to work; the library will work with the employee's physician to determine** which tasks & hours may be suitable. The employee may have other avenues to re-coup compensation and should speak to the HR person at Town Hall to determine any eligibility.

- Cataloguing items into the system
- Processing inter-library loan requests
- Producing overdue letters and making overdue phone calls
- Making phone calls to renew patron library cards
- Producing PR posters, brochures, and forms needed by staff
- Updating the website
- Read reviews and assist in selecting materials; input orders into the system
- Write grants seeking funding for programs
- Write PR for submission to newspapers
- Add photo cover shots to the library catalogue system
- Create recommended booklists and bookmarks or update library Good Reads Page.
- Scan donated items for sale via online vendor
- Delete items from the collection/NHAIS as needed
- Answer phones
- Update and Print/Collate Welcome packets
- Process new materials
- Repair damaged Books
- Call patrons with hold items
- Employees could be re-assigned to another Town department if necessary

Temporary assignments will be re-assessed every 30 days at maximum, or sooner per a **physician's letter**. Temporary duties are meant as a means to assist the employee to continue working until such time as they can return to normal duties, not as a permanent job re-assignment.