

POLICIES AND PROCEDURES MANUAL

SECTION: OPERATIONAL #1.2.204
PROGRAM: WORKERS' COMPENSATION: POST OFFER/ PRE-PLACEMENT PROGRAM

ADOPTED ON: JUNE 18, 2007 AMENDED ON: SEPT. 19, 2013
NOV. 20, 2014*
FEB. 23, 2017

POLICY

The Post Offer/Pre-Placement Program (POPP) was established in 1999 and is mandatory for all Member Districts effective July 1, 2003.

The POPP policy provides an objective method based on a medical evaluation and questionnaire provided by an independent medical provider to determine if applicants for employment in our Member Districts have the ability to perform the physical demands of the job they have been offered.

Medical screenings will be completed for all applicants for the positions of:

- Bus Driver
- Custodian
- Food Service Worker
- Grounds Worker
- Maintenance Worker
- Warehouse Worker (Effective 7/1/2017)
- Special Education Assistant
- Special Day Class Teacher
- Van Driver

If any applicant is found medically unfit for a position (i.e. Unfit, Unfit At This Time, Disqualified) or is screened for one category but hired in another category with higher physical demands covered by the POPP Program, or the applicant is allowed to begin working before the results of the medical evaluation are received or the applicant is not screened at all and is hired by the District, the District will be responsible for a deductible up to \$20,000 for any injury or illness resulting in any workers' compensation or property and liability claim(s) that is filed for that individual for any reason during the course of their employment with the District.

Additionally, the District will be responsible for a deductible up to \$20,000 for any injury or illness resulting in any workers' compensation or property and liability claim(s) that is filed for any employee placed in a POPP position without completing the POPP process during the course of their employment with the District.

RESIG provides annual POPP training as well as an updated informational packet each year. Each Member District must also sign the Agreement to Participate Form annually.

Compliance with RESIG's Operational Board Policy #1.1.103 shall be required if any District wishes to appeal the deductible applied to any claim(s).

*Policy previously Loss Prevention: Post Offer/Pre-Placement Program 1.5.302