

Egg Harbor Township Schools

www.eht.k12.nj.us

Administration Offices

13 Swift Drive

Egg Harbor Township, NJ 08234

Kimberly A. Gruccio, Ed.D.

Superintendent

Stephen P. Santilli

Assistant Superintendent

John Davis

Assistant Superintendent

Carolyn Gibson, Ed.D.

Director of Human Resources

Chandra D. Anaya, CPA

Business Administrator/Board Secretary

Superintendent's Office

Phone: 609-646-7911

Telefax: 609-601-2794

Human Resources Office

Phone: 609-646-7911

Telefax: 609-601-2801

Business Office

Phone: 609-646-8441

Telefax: 609-601-2904

To: Injured Egg Harbor Township School District Employee

Re: Procedures concerning your recent injury

The Egg Harbor Township School District considers any on the job injury as serious and will take all steps to prevent any further injury from occurring. There are some procedures that you should know as we work to resolve your injury quickly.

1. All injuries should be reported "same day" even if you do not wish to seek treatment.
2. Please be sure to complete any forms given to you by the school nurse or your supervisor.
3. If your injury is after hours, be sure to contact your principal or supervisor as soon as possible.
4. If you are released to modified duty or released to return to work with restrictions it is your duty to report to your immediate supervisor to be placed in a light duty position within your own department. If there is not something available with your specific restrictions, you may be assigned an alternate duty at another location within the district. If you do not report to your alternate assignment, you will be charged with days from your personal sick leave bank.
5. If you are placed out of work during a worker compensation doctor appointment, please enter your absence in Aesop as soon as possible so that a substitute can be scheduled for you. You may contact Susan Diefenbeck the next day to have the day changed to a worker compensation day and not charged against your personal sick leave bank.
6. All follow up appointments are to be scheduled before or after your scheduled shift. There are times when a specialist appointment must be during your work day. Please contact Susan Diefenbeck at 609-646-7911 extension 1023 for approval.
7. If you are scheduled for physical therapy or diagnostic tests (x-ray, MRI), they must be scheduled outside your regularly scheduled shift.

If you have additional questions and/or concerns please contact Susan Diefenbeck, Benefit Analyst.

Contact Information:

Email: diefenbe@eht.k12.nj.us

Voice: 609-646-7911 extension 1023

Fax: 609-601-2923