



## **MODIFIED DUTY**

### **I. PURPOSE**

To establish expectations of employees when they cannot perform their regular work duties due to an injury.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

If an employee suffers an injury or illness, and is able to report to work but is unable to perform normal duties, the employee may be assigned modified duties suited to his/her physical condition. Based on a medical assessment, the employee may be assigned duties in other departments and/or Divisions on a different work schedule if necessary. Accommodation and/or length of accommodation will be on a case by case basis.

### **IV. PROCEDURE**

#### **A. Assignment to Modified Duty**

1. In order to participate in the Modified Duty program an employee must receive a diagnosis and treatment from an approved physician.
2. The physician shall prepare a work status report specifying the employee's ability to: stand/walk, sit, use hands, etc. Copies of this report shall be supplied immediately to: the Employee, the Supervisor, and Human Resources.
3. Human Resources may collaborate with the Supervisor to search for, or restructure a job as required, in order to match the employee's physical or other restrictions and limitations. If an appropriate assignment is identified, Human Resources shall consult with the physician to confirm the job's suitability for the employee.
4. If a job is determined to be suitable, Human Resources and the Supervisor shall meet with the employee to explain the modified work plan, review



the job duties and other related matters. As required, written, certified mail notice will be given to the employee.

5. Priority will be given to work related injuries. Modified Duty assignments may be given to employees with off duty injuries on a case-by-case basis dependent on availability and subject to Human Resources review with City Manager approval.
6. Modified duty assignments shall not normally last more that 12 weeks in duration.

B. Return to Duty

1. Employees are responsible for reporting their recovery status to their supervisors. Status should be reported immediately after each physician visit or treatment.
2. The duration of assignments shall be determined on a case-by-case basis in accordance with the physician's professional opinion and a review of the organization's ability to accommodate the assignment.
3. Employees returning to regular duty must provide a letter from their physician certifying that they are able to return to work.