

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENT**

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding the assignment of an injured worker with a temporary medical restriction who is employed in an active status to a modified/light duty assignment.

**B. General**

The assignment of an injured worker with a temporary medical restriction who is employed in an active status to:

1. The usual job classification with select duties excluded to comply with medical restrictions.
2. Alternative job duties within the same bargaining unit at the same site which accommodate the medical restrictions.
3. Alternative job duties within the same bargaining unit at a different site which accommodate the medical restrictions.

Temporary modified duty positions may be utilized for a maximum of eight weeks for the same injury or illness.

This program will be coordinated by the Associate Superintendent for Human Resources and/or Designee.

**C. Forms Used and Additional References**

Physician's note

**D. Procedure**

1. Employees who sustain an industrial injury must report to the district designated occupational injury clinic or their pre-designated personal physician for treatment as required. (Board Policy 4157.1) The District designated occupational injury clinic will be informed that the District has modified work assignments available. Employees who have pre-designated their personal physician will inform the physician that the District has modified work assignments available.

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENT (continued)**

2. After the initial treatment for an industrial injury, employees released to work on full duty status or on modified duty with medical restrictions must provide the Return to Work Authorization form to Associate Superintendent for Human Resources or Designee.
3. If the Return to Work authorization lists medical restrictions and advises modified duty, the injured employee's supervisor will be contacted immediately. If the Return to Work Authorization is initially received at the work location, the supervisor should immediately contact the Associate Superintendent for Human Resources or Designee.
4. If a Return to Work Authorization or Injury Status Medical Report does not specify medical restrictions or authorize modified duty assignment, the district shall contact the treating physician to determine the projected return to work date and/or medical accommodations which might be available to enable the employee to be assigned to temporary modified duty.
5. The Associate Superintendent for Human Resources or Designee and the applicable supervisor will review the medical restrictions, consult with the employee, and determine the possibility of a temporary modified duty position at the employee's usual work site.
  - a. If a temporary modified duty position is not available on site, the Associate Superintendent for Human Resources will attempt to locate other available modified duty positions at an alternative district site.
  - b. If no temporary modified duty positions are available, the employee will be placed off work on temporary total disability until modified duty work becomes available, or the medical restrictions are removed.
6. A written notice of temporary modified duty assignment, if any, will be forwarded to the employee in addition to the oral notification.

The District will follow the medical recommendations of the treating physician when an employee is released to return to work.

**TEMPORARY MODIFIED/LIGHT DUTY ASSIGNMENT (continued)**

If an employee declines work in a modified duty position, temporary total disability benefits will not be paid by the worker's compensation claims administrator. Sick leave or other leaves will be subject to the approval of the immediate supervisor or the Human Resources Division.

The Associate Superintendent for Human Resources or Designee and the respective supervisor will determine if appropriate temporary modified duty positions are available, and if the noted medical restrictions can be accommodated by the temporary modified duty position. Each case will be considered according to the circumstances.

Substitute employees are not eligible for modified duty assignments.

Employees on temporary modified duty assignments will be able to return to their original position permanently when the medical restrictions are removed.

If the employee with a temporary modified duty assignment has not progressed to a full work status by the end of the eight weeks, he/she will be removed from work and placed on full disability status. The worker's compensation claims administrator and the district will be notified that temporary total disability payments should commence.

**E. Reports Required**

None

**F. Record Retention**

Personnel file

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Regulation Adopted:

TUSD: 9/23/97