

430 TEMPORARY DUTY ASSIGNMENT POLICY

I. PURPOSE

The Purpose of this policy is to provide optional temporary duty assignments for employees who have been on extended sick or worker's compensation leave. This policy covers all full and part-time employees, including those represented by a collective bargaining unit.

II. GENERAL GUIDELINES OF POLICY

- A. An employee who becomes temporarily unable to perform the essential duties of their job and who have a medical condition that will not allow them to return to their regular duties within a reasonable period of time, may be assigned temporary duties. The temporary duties must comply with the restrictions set forth by a medical physician. The Districts Administration or employee's immediate supervisor will assign these duties based upon the employee's physicians restrictions, work experience, knowledge and skills derived from the District form completed by the employee's physician.
- B. No temporary duty assignment will be made without written approval from the treating physician. The treating physician will review the physical requirements of the temporary duty assignment to ensure that they comply with the restrictions he/she has set forth. Modifications to the temporary duty assignment may be made by the district to ensure compliance with the physicians restrictions.
- C. If there are changes to the employee's physical condition and/or restrictions, these changes must be supported promptly in writing, by the treating physician. These changes must be reported to all parties involved, including the immediate supervisor. Changes to the employees work assignment may be done following the process outlined in section (B).
- D. A district designee will determine work assignments and schedules for employees on temporary duty assignments based upon the needs of the district. The temporary duty assignment may or may not be full time.
- E. Temporary duty assignments are not permanent positions, and are not intended to exceed 30 days. Extensions may be given at the discretion of the district with input from the physician. Extensions shall follow the criteria outlined in this policy.
- F. Temporary duty assignments for employees may be withdrawn during the course of the assignment when it is determined by the treating physician that even with reasonable accommodations; the employee will be unable to perform the essential functions of the employee's former full-time position. Alternative options will be reviewed at this point.
- G. This policy shall not be construed or interpreted to mean that an employee has a right to a temporary duty assignment nor that the District is compelled to assign an individual to a temporary duty assignment.
- H. The District reserves the right to a second opinion as per the negotiated master agreement.

Adopted: 3/14; 10/02

Reviewed: 6/03