

All Personnel

BP 4113.4

4213.4

**TEMPORARY MODIFIED AND ALTERNATIVE DUTIES
RETURN TO WORK PROGRAM**

4313.4

The Governing Board recognizes that when employees suffer work-related injuries, modified or alternative assignments minimize lost time and may serve to facilitate the transition back to the employee's regular duties. Therefore, the Superintendent or designee will establish and provide a Temporary Modified and Alternative Duties Return to Work Program for employees who have sustained work related injuries and illnesses.

The Modified and Alternative Duties Return to Work Program will apply to employees with work related injuries or illnesses who are temporarily disabled from performing the physical requirements of their regular work assignments. The modified duties, when available, will be within the limitations designated by the District's approved Workers' Compensation physician or the employee's authorized treating physician. The assignments are intended to address short-term medical restrictions and shall not be used as a means to establish new assignments. The assignments are at the discretion of the Superintendent or designee and subject to available appropriate work.

Legal Reference

EDUCATION CODE

44984 Industrial accident and illness leave for certificated employees

45192 Industrial accident and illness leave for classified employees

All Personnel

AR 4113.4 (a)

4213.4

TEMPORARY MODIFIED AND ALTERNATIVE DUTIES RETURN TO WORK PROGRAM

4313.4

The District shall establish a Modified and Alternative Duties Return to Work Program for employees who are temporarily disabled from their regular job duties as a result of a work related injury.

Purpose

It is the District's policy to locate and assign temporary modified/alternative work for employees who are temporarily disabled from the physical requirements of the regular job duties. The modified work assignments will be within the limitations prescribed by the District authorized physician or the employee's authorized treating physician.

The goal of the program is to locate, design and provide modified/alternative work, where feasible, to regularly employed classified, certificated, supervisory and management employees. The program is not intended to include absences covered by an employee's personal sick leave provisions for non work related injuries.

Objectives

The following objectives will benefit the employee and also gradually reduce the workers' compensation costs of the District.

- a. Return all injured employees back to work as soon as possible without danger of re-injury.
- b. Reduce the length of time an employee is at home.
- c. Accomplish needed tasks for the District which might otherwise require extra help.
- d. Increase the communication with the injured employee and help eliminate the employee's feelings of any lack of concern on the part of the employer.
- e. Reduce the workers' compensation costs of the District.

Procedures

When an employee is temporarily disabled from performing his/her usual and customary job duties as a result of a work-related injury or illness, the District offers a Modified and Alternative Work Program. This temporary duty program will allow the District to assign the employee to a limited/alternative work program within the work restriction described by the district's approved workers' compensation physician or employee's authorized treating physician.

**TEMPORARY MODIFIED AND ALTERNATIVE DUTIES
RETURN TO WORK PROGRAM (continued)**

The operating procedures will be as follows:

1. The employee is sent to a District approved physician or the employee's authorized treating physician.
2. The employee receives a medical examination and/or treatment and is given a statement of Release to Regular Work or Release to Work with Restrictions. The physician outlines the physical restrictions and capabilities of the employee in the medical release form.
3. The employee MUST return the note to the immediate supervisor. The supervisor will immediately send a copy of the release to work with restrictions to the Workers' Compensation Secretary at D.O. I. A modified/alternative work assignment will be found for the employee, within the physicians' work restrictions.
4. The employee's supervisor will attempt to locate and/or design a temporary work assignment within the employee's identified physical restrictions and capabilities.
5. If the work site is unable to assign modified work, the employee will report to the Personnel Department. The Director of Personnel or designee will attempt to locate and assign suitable temporary modified/alternative work to the employee at an alternative location.
6. The employee and the supervisor will prepare the "Temporary Modified Work Agreement" that outlines the job assignment. The Agreement will be sent to the Director of Personnel for review and signature. The job duties will be reviewed bi-weekly or after each medical visit to ensure that the assigned tasks meet with the employee's physical abilities.
7. If the employee refuses the work in the modified/alternative work program assignment, no temporary disability benefits shall be payable. The employee will use personal sick or vacation leave for the absence.
8. The Temporary Modified/Alternative work assignments will be limited to no more than forty (40) working days for any one injury.
9. Employees who are disabled for more than forty (40) working days and employees for whom no Modified/Alternative work is available, will be considered Totally Temporarily Disabled and eligible for the appropriate leaves until the employee can return to full duty.

**TEMPORARY MODIFIED AND ALTERNATIVE DUTIES
RETURN TO WORK PROGRAM (continued)**

10. All work assignments are at the discretion of the District and subject to available work at the time. Work assignment will be non-discriminatory.
11. The Temporary Modified/Alternative Work does not constitute establishing a permanent modified duty position. The assignment will be for tasks that need to be done or where extra help is otherwise needed and utilized.
12. The employee's absences will continue to be monitored by the regular work site and paychecks will continue to be distributed to the employees' regular work site.
13. When necessary, the regular work site will have the option of hiring a substitute, in addition to the employee on modified work.
14. Upon release to perform the regular job duties, the employee will return to the permanent work site and his/her regular job.

The District will establish and provide a Temporary Modified and Alternative Duties Return to Work Program for employees who have sustained a work related injury or illness. The Modified and Alternative Work Program will apply to employees with work related injuries who are temporarily disabled from performing the physical requirements of their regular work assignments. The modified work assignments, when available, will be within the limitations set by the District's approved workers' compensation physician or the employee's authorized treating physician. The assignments are at the discretion of the District and subject to available appropriate work.