

**General Personnel**

**Administrative Procedure – Modified Work Assignment**

1. To be eligible for "modified work" status, the employee must have been cleared to return to work by a physician chosen by the District or by the Workers' Compensation carrier, after a work-related injury or illness with restrictions that prevent him/her from performing his/her regular duties.
2. The employee will present the physician's statement to his/her immediate supervisor. The supervisor will then notify the Personnel Department to arrange an interview to discuss a "modified work" assignment.
3. The Personnel Department will arrange, with the appropriate supervisor, for temporary placement of the employee in a "modified work" assignment.
4. The employee will continue this "modified work" assignment for a period up to three months. During this time, he/she will be regularly evaluated by the physician chosen by the District or by the Workers' Compensation carrier. (The frequency of the evaluation will be determined by the physician chosen by the District or by the Workers' Compensation carrier.)
5. If the employee is still working "modified work" at the end of the three-month period, an additional evaluation will be done by the physician chosen by the District or by the Workers' Compensation carrier. Depending on the results of the evaluation, the employee will either be offered a full-duty position or, if the employee is still restricted, the "modified work" assignment will be extended, with an evaluation conducted, as needed, through the physician chosen by the District or by the Workers' Compensation carrier.

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