

RISK MANAGEMENT**1.10.5****E. MODIFIED DUTY**

When a City employee is being treated for a work or non-work related injury or illness and is determined fit by the City approved treating physician to return to work on a temporary basis with modified duties or tasks, the City will make every attempt to return the employee to work in a modified duty status. An assignment must be available in the employee's department in order for the City to accommodate modified duty. All such modified duty work assignments are to be within the limitations as described by the City approved physician who is qualified to render an opinion on the worker's physical abilities. Modified duty assignments for miscellaneous employees shall not exceed sixty (60) days. For safety employees only, modified duty assignments may be extended up to a maximum of 12 months. The City does not have permanent light-duty assignments and will not provide extensions to the 60 days for non-safety employees or the 12 months for safety employees. Due to staffing restrictions in some areas, light duty assignments may not be available. The determination of the availability of light duty assignments will be made by the department director and the Human Resources director.

In the event an employee refuses the modified duty offered, and the employee satisfies the restrictions and ability to perform the modified duty, the City is not obligated to provide an alternative position. In such cases, Human Resources will notify the insurance carrier of the employee's refusal of the modified duty.

Any employee returning to modified duty must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide Human Resources a copy of the new medical release within 24 hours.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician.