



Department: Human Resources  
Policy Number: RSK-A006  
Effective Date: 12/12/05

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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### MODIFIED DUTY

It is the responsibility of Department Directors or Principals to make available a temporary, “alternative” duty assignment for an injured employee who is receiving benefits under the OJI program, under his or her supervision who is temporarily partially disabled and has been released back to work with restrictions by his or her treating healthcare provider. The Department Director or Principal may, with the permission and assistance of his or her immediate supervisor, find a temporary alternative duty assignment for the injured employee. This alternative duty may be within another department of the same division or school, if the Department Director or Principal cannot provide an alternative duty assignment due to a clear unavailability of work; a threat to the health, safety, and welfare of the employee in question; a threat to the health, safety, and welfare of fellow employees; or due to a legal bar to providing such alternative duty assignment. However, it is first and foremost the responsibility of the employing department to provide alternative duty assignments.

Employees who are offered temporary alternative duty assignments are expected to report for duty and to fulfill their alternative duty assignment during the period of time they are temporarily disabled as they would their regular position. Employees may use their accrued leave time in accordance with the Human Resources Practices and Procedures; however, such leave time may not be utilized for avoiding alternative duty assignment.

Temporary alternative duty means all periods of time until the employee’s treating healthcare provider has determined that the injured employee may return to some form of restricted duty. Temporary alternative duty assignment(s) continue until the injured employee is released to work with no restrictions by the treating healthcare provider; until the injured employee reaches Maximum Medical Improvement; until a permanent restriction is assigned; or until the term of an OJI has been met, according to the OJI Program. Refer to OJI-PRO1.

Temporary alternative duty takes into account and accommodates those restrictions which have been placed upon the injured employee by his or her treating healthcare provider. As restrictions or limitations change during the recovery process, the Supervisor continues to modify the work environment to accommodate the employee.

During this alternative duty assignment, the employee continues to receive his or her normal rate of pay for the hours worked in accordance with the salary administration practices of the school board and is paid from the employing department’s budget.

Once an employee has reached Maximum Medical Improvement, he or she is responsible to report this to his or her Supervisor. Upon reaching Maximum Medical Improvement, the permanent physical restrictions are assessed to determine his or her ability to perform the duties of the position to which he or she was hired. If the employee cannot perform the duties of his or her regular position, due to the permanent physical restrictions, the appropriate Human Resources representative will be contacted to discuss the possibility of reasonable accommodations with the employee.

Implementing Procedures: None

Associated Documents: OJI Program ([OJI-PRO1](#))

Custodial Light Duty Assignments ([OJI-G001](#))  
Food Service Light Duty Assignments ([OJI-G002](#))  
Teacher Light Duty Assignments ([OJI-G003](#))

**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
12/12/05		Initial Release
6/30/08	A	Specify employee who is receiving OJI benefits in the first sentence
1/26/09		Reviewed, no revisions, update logo
3/3/11	B	Changed "their" to "his or her" throughout, Changed "physician" to "healthcare provider" throughout, Added "released to work with no restrictions" to third paragraph, Added reference to OJI Program in third paragraph, Added OJI-PRO1 to Associated Documents.
5/21/12	C	In last paragraph- revision of paragraph. Updated logo.
4/13/15	D	Added associated documents, updated logo, minor format changes
1/29/21	E	Updated paragraph regarding permanent restrictions

**\*\*\* End of Policy \*\*\***