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|  | <b>City of Cedar Park</b><br><b>Human Resources Policy Manual</b> |             |                           |
|   | <b>Return to Work-Temporary Modified Duty</b>                     |             |                           |
|   | Number: E-9   | Revision: 1 | Effective Date: 5/10/2018 |
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## 1.0 Policy

It is the policy of the City to provide temporary modified duty to assist an employee's return to work when possible.

## 2.0 Procedure/Rule

2.1 An employee who suffers a temporary disability from which full recovery is expected and who cannot perform the essential functions of his/her position shall be required to provide a statement from a health care provider documenting any work restriction and length of time such work restriction is expected.

2.2 Temporary Modified Duty. If possible, the City may modify the employee's job duties or assign the employee to another set of job duties to accommodate documented work restrictions. There is no guarantee that a modified work assignment will be available for an employee who cannot perform the essential duties of his/her job.

If a modified work assignment is available, such assignment shall be made in accordance to the employee's work restrictions as documented by the health care provider on a case-by-case basis, with priority given to an employee with an on-the-job injury. (Also refer to *Workers' Compensation* policy.)

Once an employee is assigned to modified duty, a health care provider's statement releasing the employee to his/her full duty position shall be required before the employee returns to full duty.

2.4 A department may implement additional guidelines for temporary modified duty assignments based on the specific needs of the department to ensure effective operations.

2.5 A temporary modified duty assignment shall not exceed 90 days without approval by the Human Resource Director and City Manager or designee. The modified duty assignment shall be in writing and shall state the expiration date of the assignment. Any extension of the initial modified duty assignment shall be made in writing.

- 2.6 An employee covered by the provisions of the Family and Medical Leave Act may not be disciplined for refusing to accept modified duty.