

Modified Duty Program

Policy

When an employee is off work due to an occupational illness or injury, the district administration is responsible for facilitating the employee's earliest possible return to productivity.

Eligible Employees

To be eligible for the modified duty program an employee must:

- Have an occupational illness or injury which makes him or her unable to return to previous job assignments
- Be capable of carrying out work of a lighter/modified nature as evidenced by a written statement from a physician.

Communication

The appropriate district administrator is responsible for notification to employees by memo, email, or other direct communication of the districts adoption of a modified duty policy.

Departmental Responsibilities

The first report form and completed Modified Duty "Job Function Evaluation" (JFE) should accompany the employee to the treating physician. Should job restrictions be required, the JFE forms will help the district identify opportunities to return the employee to a viable position while recovering from their injury or illness.

Return to Work

If the employee is not able to return to regular duty, then the physician needs to outline in specific detail what restrictions should be in place that would allow the employee to return to work in a modified duty capacity. A JFE for the employee's position is provided for the treating physician to review.

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Modified Duties

Modified duty is a temporary phase for a worker recovering from a work-related injury.

- It is a way to ease the employee back into work routines without causing further harm.
- It gives the employee the chance to make a meaningful and productive contribution during the transitional phase.
- It is a temporary situation, which will end once a doctor says the injured worker can resume regular duties.
- It provides an opportunity for the employee to rebuild strength gradually and to learn to perform tasks in ways that can prevent future injuries.

Modified Duty Suggestions

- Modified duty could include less strenuous or stressful parts of the employee's normal job.
- It could also involve normal job tasks performed on a part-time basis or at a slower rate to accommodate the employee's recovery.
- It could be decided to assign a special project to a recovering employee. You probably have several projects that you'd like to get done, but no one ever seems to have the time to do them. This might be an ideal opportunity to proceed with one of these projects.
- District Administrators may provide suitable temporary work in another department if such work is available.

WCSIT/ISDA LOSS CONTROL MANUAL

Exhibit 23 Job Function Evaluation

Job Category: LEARNING/ADMINISTRATIVE ASSISTANT

Typical job activities may include:

- Help teachers with attendance, grading, and other administrative tasks
- Set up materials and equipment to help teachers prepare lessons
- Provide additional supervision for students during class, lunch, recess, between classes and on class outings or field trips
- Report to parents and classroom teachers
- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Complete safety inspections for classrooms/other spaces
- Perform computer and keyboard tasks

Routine physical activities may include

- Alternate between sitting and standing throughout the day
- Climbing and descending stairs
- Walk throughout the building
- Lift/carry staff supplies (no more than 10 pounds)

TREATING PHYSICIAN: The above list describes activities normally performed. If the employee cannot return to work due to treatment, recovery, or medical necessity, please indicate specific restrictions (e.g. lifting more than 10 pounds). We do want to offer modified duty and reasonable accommodations to this employee.

WCSIT/ISDA LOSS CONTROL MANUAL

Exhibit 23 Job Function Evaluation

Job Category: FACILITY OPERATIONS ASSISTANT

Typical activities may include:

- Vacuum, sweep, and mop floors and hallways
- Clean restrooms (e.g. scrub sinks, urinals and stools)
- Wash windows
- Pick-up trash inside and outside the building
- Perform minor repairs inside and outside the building
- Dust classrooms and offices
- Clean water fountains
- Review Safety Data Sheets
- Complete safety inspections for classrooms/other spaces
- Monitor exterior doors – check doors and entrances regularly
- Organize and clean up storage closets

Physical requirements include:

- Work while sitting, standing
- Stand for extended periods of time
- Walk throughout the area of the building repeatedly
- Climbing and descending stairs

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