

CIVIL SERVICE PERSONNEL MANUAL

Subject Category: Temporary Non-Industrial Injury	Index Code
Subject Title: Modified Duty For Temporary Non-Industrial Injury/Illness	G 7.1
Reference(s) Civil Service Rule 2.13c(2)(b) CS Circular 11-88 (4-22-88)	Issued by:  Labor Relations and Training Division

Purpose(s) To establish guidelines for supervisors on modified duty consideration for employees recovering from a temporary non-industrial injury/illness, promote rehabilitation, and allow for an orderly return to full duty.

I. DEFINITIONS:

- A. Modified Duty - Temporary changes or modifications in the structure of an employee's job or manner in which the job is performed in which all significant duties are performed and where such modification does not adversely impact on operational efficiency or risk the health and safety of the employee(s).
- B. Temporary Non-industrial Injury/Illness - Personal non-industrial injury or illness which prevents an employee from performing his/her full duty, which is certified by a licensed physician not to be permanent in nature, and for which an estimated date for return to full duty is provided by the treating physician.

II. POLICY:

Employees with a temporary non-industrial injury or illness may be considered for modified duty.

III. General Provisions/Procedures

- A. The employee shall obtain clearance from his/her licensed treating physician for modified duty consideration. Such clearance shall specify functional limitations applicable to the employee.
- B. The department head or his/her designee shall determine whether the employee can be returned to modified duty. Should the determination be made to return the employee to modified duty, the department shall prepare a description of the modified duties. The employee's physician shall review the description of modified duties and certify that the employee is capable of performing such duties.
- C. The department may have the employee evaluated by the City physician in accordance with Civil Service Rule 2.13c(2)(b) to determine fitness for modified duty prior to making its final determination. If applicable, the department will endeavor to have such employee examined by the City physician within a reasonable period of time. During this time, the employee's sick leave status will continue.
- D. Once returned to modified duty, the employee shall comply with the limitations specified by the physician(s). Non-compliance may be cause for termination of modified duty.