Adopted: August 4, 2008

Revised: October 2, 2023

460 TEMPORARY DUTY ASSIGNMENT FOR WORK RELATED INJURIES

I. PURPOSE

The purpose of this policy is to provide temporary duty assignments for employees who have been injured during the regular course of their employment. This policy covers all full and part-time employees, including those represented by a collective bargaining unit.

II. GENERAL STATEMENT OF POLICY

Employees who become temporarily unable to perform the essential duties of their job and who have a medical condition that will not allow them to return to their regular duties within a reasonable period of time, may be assigned temporary duties. The temporary duties must comply with the restrictions set forth by a medical physician. The District's Administration or their immediate supervisor will assign these duties based upon the physician's restrictions, work experience, knowledge, and skills.

III. DEFINITIONS

A. No temporary duty assignment will be made without written approval from the treating physician. The treating physician will review the physical requirements of the temporary duty assignment to ensure that they comply with the restrictions that have been set forth. Modifications to the temporary duty assignment may be made by the district to ensure compliance with the physician's restrictions.

B. If there are changes to the employee's physical condition and/or restrictions, these changes must be supported in writing, by the treating physician. These changes must be reported to all parties involved including the immediate supervisor. Changes to the employee's work assignment may be made following the process outlined in Section A.

C. A district designee will determine work assignments and schedules for employees on temporary duty assignment based upon the needs of the district. The temporary duty assignment may or may not be full time.

D. Temporary duty assignments are not permanent positions; therefore they shall not exceed 30 days. Extensions may be given at the discretion of the district with input from the physician. Extensions shall follow the criteria outlined in this policy.

E. Temporary duty assignments for employees may be withdrawn during the course of the assignment when it is determined by the treating physician that even with reasonable accommodations the employee will be unable to perform the essential

functions of the employee's former full-time position. Alternative options will be reviewed at this point.

IV. POLICY INTERPRETATION

This policy shall not be construed or interpreted to mean that any employee has a right to a temporary duty assignment nor that the District is compelled to assign an individual to a temporary duty assignment.