

Policy & Procedure

Policy Title: Modified Duty

Policy Number: 412

Policy:

It is the policy of Arc Human Services to take appropriate actions to bring employees who are injured on-duty back to work as soon as it is determined to be a medically sound decision. Arc Human Services believes that it is important to aid the employee's rehabilitation by providing opportunities for returning to work at the earliest time possible. Arc Human Services will make arrangements to accommodate, where possible and reasonable, the return to work of an employee by one or more of the following means:

- Allowing the employee to return to work on a part-time basis or under modified hours.
- Assigning defined modified duties to the employee based upon the agency's need for those duties and the medical capacity of the employee.
- Assigning the employee to a different work site than the employee's regular work site.

The above actions shall be temporary measures not to last for more than a six (6) month period. If at the end of six months an employee is not medically ready to assume his/her original position, an evaluation will take place involving input from the employee, the treating physician, Arc Human Services' management, and the worker's compensation claim management company if appropriate. Based upon this evaluation, an appropriate course of action will be taken on a case-by-case basis, and in accordance with any applicable worker's compensation or other laws that may apply to the situation.

Updated on April 1, 2013