

V. ASSIGNMENT TO MODIFIED DUTY

- A. Upon receipt of the original certificate, in conjunction with the employee's Dean, Department Head, or Chairperson, the institution's CHRO or designee will determine whether there exists an appropriate modified duty assignment consistent with reasonable accommodation for medical restrictions, the department's staffing needs and relevant fiscal considerations. In the event an appropriate assignment cannot be identified in the employee's department, the institution's President or designee may assign the employee to another department that has an appropriate modified duty assignment during this period.
- B. An employee on modified duty will not be assigned to perform duties of a level higher than the employee's regular classification.
- C. Modified duty employees may experience some temporary changes from their regular assignments in the areas of daily work hours, scheduled shifts, regular days off, and holiday leave.
- D. Modified duty assignments will not alter the employees' bi-weekly salary but may affect shift differential pay.
- E. The assignment will be evaluated periodically, and may be adjusted based upon the employee's medical progress.
- F. The institution may, at any time, arrange for a second medical opinion by an institution named physician to verify the recovering employee's need to continue modified duties.
- G. If the institution determines that an appropriate modified duty assignment does not exist, the employee shall remain on paid leave or Leave of Absence Without Pay as appropriate until such time as the institution can identify an appropriate placement or the employee's condition improves sufficiently to allow a return to work.
- H. If the employee refuses a modified duty assignment, accident or sick leave may be terminated. The employee may be allowed to use other forms of paid leave, be terminated

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request shall be made for a suspension of lost time benefits. Leave will be consistent with VII – 7.40 Policy on Accident Leave for Nonexempt and Exempt Staff Employees.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.