

## Light/Modified Duty Program

It is the goal of the district to assist injured workers in returning to work as soon as possible. The light/modified duty program is designed to provide an injured worker, who is currently unable to perform his or her regular job duties, with temporary work during the period of medical recovery. Injured workers eligible to participate in this program are those employees with accepted disabling workers' compensation claims.

### Procedures

1. Upon notification of a work-related injury, the supervisor reviews the employee's signed "Responsibilities Regarding On-The-Job Injuries/Accidents" form with the employee.
2. The injured worker shall report back to the supervisor with a completed work release/physical capacities form after every physician visit.
3. The supervisor reviews the work release/physical capacities form and identifies whether light/modified duty work is available within the worker's restrictions. Consideration will be given to flexible hours, reduced lifting, use of a stool to eliminate standing, etc.
4. If the worker does not provide the work release/physical capacities evaluation, the supervisor may send the physician a written request for this information.
5. Once the work release/physical capacities information has been obtained and a light/modified job identified, the supervisor completes a job analysis of the light/modified duty position and submits it to the attending physician for approval.
6. Upon receipt of approval for the light/modified position, the supervisor will provide a written job offer of this position to the employee via certified mail and regular mail.
7. Before the worker starts the light/modified job, the supervisor will meet with the worker and carefully review the job, outlining all job duties and the worker's limitations, as set forth by the treating physician. The supervisor should emphasize the need for the worker to remain within the limitations prescribed by the physician. The supervisor will then obtain the worker's signature on the job offer letter.
8. The supervisor should send a copy of the signed job offer letter and work release to the district's workers' compensation carrier.

9. The injured worker's light/modified duty work assignment will end when the worker is either released to regular employment, becomes medically stationary or at such time as the district determines that its needs are not being served by the light/modified duty work assignment.
10. The supervisor is responsible for monitoring the injured worker's participation in the light/modified duty job, requesting approval of any necessary modifications to the job from the treating physician and keeping track of the hours worked by the injured worker.
11. All requests for wage reimbursement, worksite modification reimbursements or other expenses must be requested from the district's workers' compensation carrier within three months of the end of the light/modified job assignment.