

Personnel – Certified/Non-Certified

Modified Duty

General

CREC makes every effort to accommodate temporary restrictions experienced by an employee returning to work following a job-related injury or illness, as soon as the employee is released to “modified duty” by his or her physician.

1. CREC’s modified duty program allows an employee to return to work after a job-related injury or illness during the time when he or she has some temporary health restriction(s) on duties.
2. CREC provides the employee with a modified duty assignment designed to accommodate medical restrictions specified by the employee’s physician, when practicable, and the employee is required to report for work. The assignment may include work in the same job classification or a different job classification at the employee’s regular salary rate.
3. CREC’s modified duty program is intended to address short-term medical restrictions. The modified duty assignments shall not be used as a means to establish new assignments or displace other employees.
4. CREC makes a good faith effort to provide reasonable accommodations for temporary partial disability that prevents an employee from resuming regular work, where appropriate.

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Procedure

1. The employee must provide a ***Certification of Health Care Provider*** form with the physician's release, stating the activities that must be temporarily restricted; the report must also give the date when the employee's physical condition will be re-evaluated by the physician or when the physical restrictions will be lifted.
2. The Human Resources department in consultation with the Supervisor and other departments, where applicable, will arrange the placement of employee in a modified duty assignment, as appropriate and if such a placement is available.
3. When the temporary restriction(s) is lifted by the employee's physician, the employee will return to regular duty within his/her department.
4. CREC's provision of a modified duty assignment is limited to a period of no greater than six (6) months.
5. When there is a permanent partial disability that prevents an employee from resuming regular work, as documented by a physician, the employee is informed of his or her need to seek a regular position that is within the limits of his or her restrictions. If no such position is available, employment will be terminated.

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CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut