



ALAMEDA COUNTY TEMPORARY MODIFIED WORK PROCEDURES (EMPLOYEE)

It is the policy of the County of Alameda to make a reasonable effort to provide temporary modified work assignments to employees who may be temporarily unable to perform their usual job assignment due to injury/disability (both industrial and non-industrial), consistent with their work restrictions/limitations. The provision of temporary modified work assignment(s) should be re-evaluated every 30-45 days as employees continue to improve and progress towards full duty in their usual job assignment. Temporary modified work assignments are not **to exceed ninety (90) calendar days** per injury/illness, unless otherwise required by law. Under extraordinary circumstances, a temporary modified work assignment may be extended up to 210 calendar days on a case-by-case basis. The availability of temporary modified work assignments is determined by the employer and is based on the employee's temporary work restrictions/limitations and the availability of temporary work. Since individual cases will vary, this procedure is designed to provide only a general overview of the County's temporary modified work process.

PROCEDURES

RESPONSIBLE PARTY	ACTION
Employee	<ol style="list-style-type: none"> 1. Immediately notifies supervisor when released to work with temporary work restrictions/limitations and provides acceptable medical documentation which includes: date of medical appointment, specific restrictions/limitations and frequency, and duration of restrictions/limitations.
Supervisor	<ol style="list-style-type: none"> 2. Reviews employee's medical documentation. Determines and advises employee of ability/inability to provide temporary modified work assignment. Provides completed Temporary Modified Work Plan to employee. Forwards medical documentation to and coordinates temporary modified work with Disability Coordinator/Workers' Compensation Liaison.
Employee	<ol style="list-style-type: none"> 3. Returns to work, completes Temporary Modifies Work Plan, and performs temporary modified work consistent with work restrictions/limitations. Provides updated medical documentation to supervisor following subsequent medical appointments or every 30-45 days. Immediately notifies supervisor when restrictions change and/or is released to full duty. 4. Codes time-sheet appropriately to reflect temporary modified work (refer to HRMS time reporting codes).
Disability Coordinator/ Workers' Compensation Liaison (Department)	<ol style="list-style-type: none"> 5. Reviews employee's supporting medical documentation and provides written confirmation of department's ability/inability to provide temporary modified work assignment(s). If industrially related, copies to the County's third party administrator and the Risk Management Unit. 6. When appropriate, ensures <u>current</u> Description of Employees' Essential Job Functions (EF5) is completed in collaboration with employee and supervisor. Forwards EF5 to physician/clinician to determine employee's ability to return to full duty. If industrially related, copies to the County's third party administrator and the Risk Management Unit.
Supervisor	<ol style="list-style-type: none"> 7. Notifies Disability Coordinator/Workers' Compensation Liaison when the employee's restrictions/limitations change, the employee returns to full duty and/or is unable to work. Re-evaluates the provision of temporary modified work assignment(s) after each medical appointment and new medical documentation/work status report received.

Disability Coordinator/
Workers' Compensation
Liaison

8. Monitors temporary modified work assignment(s) and on-going medical documentation; concludes assignments when appropriate (before and no later than 90 days) and provides written confirmation. If industrially related, copies to the County's third party administrator and the Risk Management Unit.

NOTE: Please refer to the Alameda County Temporary Modified Work Procedures (Administrative) for more detailed procedures. Related forms and resources can be located at www.acgov.org/hrs/divisions/dp or the County's Document Center at <http://dsmain.acgov.org/docushare/dsweb/View/Collection-2189>.

APPROVED FOR DISTRIBUTION

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