



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: November 6, 2014

MEMO TO: Pat Carey, Chair
Finance and Administrative Committee

FROM: Mary E. Kann
Director of Administration

SUBJECT: Revisions to Personnel Procedures – 11.5 Modified Duty

RECOMMENDATION: Approve a revision to the Procedure section of Personnel Policy - 11.5 Modified Duty.

BACKGROUND: In conjunction with the amendment to the modified duty policy to cover all disabilities, and not just injuries covered under Workers’ Compensation, the procedure section of the policy must be updated to be consistent.

REASON FOR RECOMMENDATION: Committee approval is required in accordance with District policy.

REVIEW BY OTHERS: Executive Director

FINANCIAL DATA: No direct financial impact.

PRESENTER: Mary E. Kann

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Pat Carey, Chair			Audrey Nixon		
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Michael Rummel, Vice Chair			Diana O’Kelly		
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Hart			Linda Pedersen		
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>		
Aaron Lawlor					

11.5 Modified Duty Policy

Effective Date: April 19, 1990

Revision Date: June 21, 2002, April 9, 2013, November 11, 2014

Procedure

1. The employee will provide Risk Management with a letter from his doctor setting forth the specific ~~physical~~ limitations that prevent the employee from performing the essential functions of his job and an approximate duration of disability ~~and a request for Modified duty~~.
2. Risk Management may require the employee to be seen by another physician in order to determine specific ~~physical~~ limitations.
3. Modified duty tasks, ~~and~~ the wage for these tasks, and the duration of these tasks which meet the physician's restrictions must be presented to the Director of Administration for approval.
4. Should any modified duty assignment involving a work-related injury or disease be completed prior to the employee returning to unrestricted duty status, the employee will return to total temporary disability.