



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 Policy – 11.5 Modified Duty

RECOMMENDATION: Recommend adoption of an ordinance amending Personnel Policy – 11.5 Modified Duty.

BACKGROUND: This policy is being revised to allow for modified duty based on any disability and not just work related injuries. This will make the Policy more consistent with the provisions of the Americans with Disabilities Act.

REASON FOR RECOMMENDATION: Committee recommendation and Board adoption are required for a Policy change in accordance with District policy.

REVIEW BY OTHERS: Executive Director

FINANCIAL DATA: No direct financial impact.

PRESENTER: Mary E. Kann

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

AN ORDINANCE AMENDING PERSONNEL POLICY

WHEREAS, on August 15, 1980 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures (the “Policies”); and

WHEREAS, it is in the best interests of the District to amend the Policies with respect to the Section 11.5 Modified Duty; and

WHEREAS, such amendment to the Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendment”); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2. Approval of Amendment. The Amendment is hereby approved. The Executive Director is hereby authorized and directed to revise the Policy in accordance with the Amendment.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2014

AYES:

NAYS:

APPROVED this ____ day of _____, 2014

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie A. Gragnani, Secretary
Lake County Forest Preserve District

Exhibit # _____

11.5 Modified Duty Policy

Effective Date: April 19, 1990

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

Policy

It shall be the policy of the District that, if an employee with an injury, disease, or other disability is unable to perform the essential functions of his job, even with a reasonable accommodation, the District will ~~to provide, when available, and on a voluntary basis, a~~ modified duty work assignments ~~to an~~ the employee if necessary work that the employee is qualified to perform is available. ~~unable to perform his job description duties due to a work related injury or disease.~~ At no time will modified duty consist of “make work.” Modified duty assignments ~~involving work related accidents~~ will be temporary. The District may compensate the eEmployees on modified duty ~~will be compensated~~ at the wage applicable to the modified duty assignment as for which the job has been classified in the District salary schedule.