



5.10.101-AD Modified Duty Procedures

The following is the early return to work procedures with respect to the Return-to-Work Program for Portland Public Schools:

- (1) Employees shall immediately report injuries to the supervisor. The Form 801 shall be completed by the school or department administrator or supervisor and forwarded to Risk Management;
- (2) If medical treatment is obtained, the injured employee will provide a copy of a "Work Release/Physical Capacity" (WR/PC) form to the school or department administrator or supervisor within two days of receipt;
- (3) Modified work is:
 - (a) Work, which is relevant for the school or department;
 - (b) Work that can be performed by a person with the limitations specified by the physician;
 - (c) Work, which the employee has the skills to perform.
 - (d) Work, which generally relates to the employee's usual job skills.
- (4) Upon receiving the WR/PC form, the school or department administrator or supervisor will identify work which the employee can perform considering the limitations specified by the physician;
- (5) If the physician does not provide a sufficiently detailed WR/PC evaluation, Risk Management will contact the physician for additional information;
- (6) The school or department administrator or supervisor will verbally notify employee of the availability of modified work. The school or department administrator, supervisor or Risk Management will provide the employee a written job offer via certified and regular mail;
- (7) Modified work assignments will end when the employee is released by the physician for regular employment, the employee's claim is closed, the employee has returned to employment other than the modified work, the modified work assignment is no longer available or 90 workdays has elapsed;

- (8) School or department administrator will monitor work, hours worked, prepare time documents and report hours worked to Risk Management;

(9) Employees shall inform their school or department administrator of any changes in their physical limitations.

Policy Implemented:

History: Adpt. 4/26/95

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Approved:	
_____	_____
Superintendent	Date