



1-13 MODIFIED DUTY PROGRAM POLICY

SYCAMORE PARK DISTRICT is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with SYCAMORE PARK DISTRICT (“work related injury”). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee’s recovery.

The purpose of the Modified Duty Procedure is to provide a temporary modified work assignment, when feasible, available, and applicable. The feasibility of Modified Duty will be determined in the sole discretion of SYCAMORE PARK DISTRICT. Noncompliance with the Modified Duty Policy may result in a reduction of workers compensation benefits and possible disciplinary action, up to and including dismissal.

For purposes of this policy, the following definitions apply:

“SYCAMORE PARK DISTRICT Employee” means any individual who is employed by the Sycamore Park District in a valid, authorized position.

“Modified Duty Program” is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers Compensation or Occupational Disease Acts (hereafter “Acts”) or asserting that their injury or illness is compensable under the Acts.

“Occupational Injury or Illness” means an injury or illness arising out of and during the employee’s employment and compensable under the Illinois Workers’ Compensation Act or Occupational Disease Act. All claims for workers compensation benefits are subject to initial and continuing investigation.

The objective is to return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to SYCAMORE PARK DISTRICT. Other objectives include:

- To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.



- To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
- To retain qualified and experienced SYCAMORE PARK DISTRICT employees.
- To further the SYCAMORE PARK DISTRICT's commitment and obligation to provide recreational programs, services, and facilities to the public.

Program Requirements:

Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function (s) useful to SYCAMORE PARK DISTRICT and is within limitation set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within SYCAMORE PARK DISTRICT.

A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury, or illness. Compensation may be made by SYCAMORE PARK DISTRICT and/or by SYCAMORE PARK DISTRICT's workers' compensation coverage provider.

There should be regular communication among the Director, the employee's immediate supervisor, the physician and workers' compensation coverage provider throughout the course of treatment and recovery.

Employee Responsibilities:

Participants in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to the supervisor; to promptly notify the supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Director promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task.



In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangement for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must contact the Superintendent of Finance.

To avoid disruption of SYCAMORE PARK DISTRICT, you should schedule doctor's appointment during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), SYCAMORE PARK DISTRICT may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by SYCAMORE PARK DISTRICT at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible dismissal. The employee may also lose eligibility for workers compensation benefits.

Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

Procedure:

The supervisor is typically responsible for the management of employees on Modified Duty status. They may also coordinate Modified Duty assignments with other supervisors or the Director. Each supervisor is responsible for keeping a list of Modified Duty assignments.

When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. The immediate supervisor or Superintendent will request a list of the duties the employee can perform and any physical limitations he may have. This information must be returned by the employee to the Superintendent or Executive Director. The immediate supervisor will assign modified duty to the employee, if possible or applicable.



In some cases, SYCAMORE PARK DISTRICT may not have any available Modified Duty tasks.

All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee and will continue to develop and coordinate appropriate duty assignments and monitor ongoing medical status and work adjustments.

Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's personal or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

Justification: Benefits the employee and SYCAMORE PARK DISTRICT when there is injury.

Adopted on:

Revised on: October 2022