



TEMPORARY LIMITED DUTY ASSIGNMENTS GENERAL ORDER #9.02

Adopted: 08/04/2006

Replaces: NEW ORDER

POLICY

The *Stanford University Department of Public Safety* will make reasonable efforts to accommodate, in modified duty assignments, those employees returning to work with temporary medical restrictions that make them unable to perform their regular duties and responsibilities.

A. EMPLOYEES RETURNING TO WORK WITH MEDICAL RESTRICTIONS.

1. Prior to returning to work, any employee with medical restrictions as provided by a doctor's letter, temporarily precluding him or her from performing essential job functions, shall report to the Administrative Services *Manager* for clearance and assignment.
2. The *Administrative Services Manager* will review the doctor's letter and any supporting documentation provided by the employee and make efforts to locate a suitable temporary modified duty assignment.
3. If questions arise regarding the employee's fitness for duty, the Administrative Services *Manager* will direct the employee to complete a fitness for duty examination.
4. If a suitable assignment is available, the employee will be given that assignment as temporary modified duty.
5. If a suitable assignment is not available, the employee will remain on leave of absence status pending return to full duty or separation from service. This leave of absence may be sick leave, vacation, other state disability, or unpaid leave.

6. Temporary modified duty assignments generally will not exceed a period of 180 days. Temporary modified duty assignments may be extended beyond 180 days upon approval by the *Director of Public Safety*.
7. An employee with a temporary modified duty assignment shall not return to his or her full duty assignment until he or she is cleared by a medical examination.
8. At the conclusion of the time period permitted for a temporary modified duty assignment, the employee will be evaluated by the *Administrative Services Manager* for fitness to return to a full duty assignment. If the employee cannot return to full duty at that time, he or she may be placed on leave of absence status pending return to full duty or separation from service. This leave of absence may be sick leave, vacation, other state disability, or unpaid leave.



**LAURA WILSON
DIRECTOR**