

Personnel

RETURNING TO WORK WITH MEDICAL RESTRICTIONS **SR 4600.04**

Purpose:To ensure that an employee returning to work may safely resume duties without risk.

Timeline:Dependent upon information from doctor.

In order to ensure that an employee is able to safely resume his/her assigned position after a long-term illness or injury, the County Office requires a written release from the employees doctor. In some cases, the doctor may stipulate restrictions which prohibit the employee from performing normal duties associated with the position. Whenever possible, the County Office will accommodate the employees return to work with restrictions by temporarily modifying duties as necessary. When the duties cannot be modified to accommodate the restrictions, the County Office will not allow the employee to return to work.

The decision to modify job duties rests primarily with the employees supervisor. The supervisor works with Human Resources to review a doctors release that indicates restrictions prior to allowing an employee to return to work or offering an option:

- transfer to another position;
- referral to County Office designated doctor if work-related; or
- modification of duties and/or hours.

PROCEDURE:

1. Employee notifies supervisor and Human Resources of return date and any restrictions imposed by the doctor.
2. Supervisor determines if restrictions can be accommodated within the employees current job duties and may discuss options with the employee.
3. Supervisor notifies Human Resources of decision to allow employee to return to work.
4. Employee sends doctors release to Human Resources prior to returning to work.
5. Human Resources forwards a copy of doctors release to Payroll Technician in Business Services.

Note: If the release is Workers Compensation related, a copy of the doctors release is also forwarded to the Workers Compensation Claims Technician in Business Services.

MENDOCINO COUNTY OFFICE OF EDUCATION

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Date Revised: