



**BOARD POLICIES**

<b>DIVISION</b> II. College Employees	<b>POLICY NUMBER</b> 2.04.13
<b>CATEGORY</b> 2.04.13 Light/Alternate Duty Assignments	<b>DATE</b> Adopted 09/2016 Revised: 11/2020

2.04.13 LIGHT/ALTERNATE DUTY ASSIGNMENTS

To assist employees with work-related illness and injury (and non-work-related illness and injury, when possible) that has resulted in medical restrictions or lost work time, the College may, at its sole discretion, offer temporary light-duty job assignments for employees with temporary work-related restrictions due to an illness or injury.

Light-duty assignments under this policy are specially created temporary job assignments for employees injured or otherwise incapacitated. Such light-duty assignments are temporary assignments only, are not vacant or permanent positions within the College’s workforce, and are not available to employees on a permanent basis under any circumstances. The availability of such light-duty assignments depends on the employee’s restrictions and the operational needs of the College. The existence of this light-duty policy does not in any way guarantee that light-duty will be available at any given time, or for any particular employee who requests it.

If at any point an employee is medically determined to have sustained permanent restrictions, the creation or continuation of a temporary light-duty assignment will not be considered. In that event, the College will review the employee’s situation separately, to determine the appropriate steps to be taken, if any, under the American’s with Disabilities Act, other applicable law, and other relevant college polices and collective bargaining agreements.

The administration of this policy and related procedures for an employee’s possible return to work with temporary restrictions due to injuries or illness will be handled by the College’s Human Resources Department.