
Modify Duty Procedure

1054.1 PURPOSE AND SCOPE

This procedure outlines protocol for temporary modified duty assignments. Assignments may be offered on a case-by-case basis for injuries or illnesses arising out of the course of employment, as determined by workers' compensation law/guidelines and department policy. This Program is not intended to be a basis for providing permanent modified duty positions but to provide an interim work assignment while the employee is recuperating from work-related injuries or illness.

1054.2 OBTAINING MODIFIED ASSIGNMENTS

In order to obtain a modified duty assignment, an injured employee shall obtain a physician's statement, including a description of the injury/illness, diagnosis, prognosis, work restrictions, and length of time the employee may work in a modified duty capacity. The physician's statement is required and must be submitted by the employee to the department as soon as practical after the initial diagnosis by the physician and updated whenever there is a change in an employee's ability to work. An employee's restrictions must allow them to work at least 50% of their customary time per pay period to participate in the Modified Duty Program.

If there are any questions concerning a physician's statement, it is the employee's responsibility to obtain clarification from their physician to support modified duty.

Employees can use the attached flow-chart as a quick reference for the Modified Duty Program. [See attachment: Modified Duty Flow Chart.pdf](#)

1054.3 MODIFIED ASSIGNMENT PLACEMENT

If the department can accommodate an employee's work restrictions and modified duty is granted by the Support Services Captain, their specific temporary assignment will be based on, but not limited to, the following:

- Type of restrictions
- Department needs
- Available workspace
- The employee's skill set

Temporary modified duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified duty assignment.

1054.4 SUPERVISION

Employees assigned to modified duty will be supervised by the supervisor of the unit the employee is temporarily assigned to (e.g., The Records Supervisor will supervise in the event the employee is temporarily assigned to the Records Division).

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1054.5 SCHEDULE

If an employee is placed on modified duty, regardless of their primary assignment or schedule, they will be placed on a four-ten, day-shift schedule which generally mirrors the schedule of their temporarily assigned supervisor. For example, if they are assigned to the Records Division, the injured employee would work 0700 to 1700 hours to mirror the unit supervisor's shift.

1054.6 ATTIRE

Employees assigned to modified duty must dress in either business casual or an appropriate uniform. Unless an employee receives permission from the Support Services Division Captain, while on light duty, employees are prohibited from wearing a uniform in public or displaying a firearm or badge in public.

1054.7 RESTRICTIONS

Unless an employee receives permission from the Support Services Captain, while on modified duty, employees are prohibited from operating an emergency vehicle or participating in the FLEX program.

1054.8 LENGTH OF A MODIFIED DUTY ASSIGNMENT

As soon as an employee is medically cleared by their doctor, an employee shall return to their primary assignment.

Per the Administrative Procedural Manual (APM), modified duty assignments shall not exceed sixty (60) calendar days without a formal review and approved extension from the Support Services Captain. After review, the Support Services Captain may grant an extension of up to an additional sixty calendar days. The extension will only be granted if a full recovery can be forecasted within a reasonable time by the physician, based on objective measures (e.g., medical tests, specific treatment plans, etc.). If the work assignment is not granted, the employee will be placed on the appropriate leave status.

The Support Services Captain reserves the right to discontinue a modified duty work assignment at any time, if it appears such work assignment interferes with the full recovery of the employee or there are any other conflicts which could hinder operational efficiency.

1054.9 PSU RESPONSIBILITIES

The Professional Standards Lieutenant (PSU) will be responsible for the following:

- Monitor the implementation of the Modified Duty Program.
- Provide coordination, as needed, between the employee, department, physician, rehabilitation counselor, and workers' compensation administrator.
- Assist in identifying existing available modified duty work assignments.
- Assist in resolving questions regarding medical diagnoses, work restrictions, and modified duty placements.

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- Monitor long-term disabilities and initiate modified work proposals when the employee appears capable for such work.
- Ensure the number of modified duty days worked by the employee are tracked and recorded.

1054.10 REVISIONS

Adopted: April 29, 2022

Attachments

Modified Duty Flow Chart.pdf

Modified Duty Flow Chart

