

# Human Resources Policy Bulletin

City of Lincoln

Number: 2023-12

Date: October 1, 2023

Reference:	Title:
Supersedes: AR-16 of 8/1/2009	Temporary Modified Work Assignment for Non-Duty Related Injuries Policy

## I. PURPOSE

The City of Lincoln is committed to supporting employees who are temporarily unable to perform the essential functions of their position due to a non-duty injury or illness. Providing temporary modified work assignments for non-duty related medical situations allows an opportunity for employees to continue to earn a salary as they recover without depleting leave balances.

## II. PROVISIONS

Temporary modified work assignments may be provided if the department has work available which meets the restrictions as set forth by the employee's medical documentation. Temporary modified work assignments, if available, may be approved for up to a maximum of six (6) months, unless otherwise stipulated by a collective bargaining agreement.

Employees assigned to temporary modified work assignments cannot exercise seniority rights for shift assignments or days off. Temporary modified work assignment shifts and days off shall be assigned consistently with the needs of the department.

Employees will be compensated with base plus longevity pay if eligible. Subject to union contract provisions, additional monetary allowances will not normally be authorized for employees assigned to a temporary modified work assignment.

Employees whose temporary modified work assignment requests are unable to be granted, whose temporary modified work assignment ends, or who are not released to return to their regular duties after six (6) months may be eligible for other benefits such as accrued leave, FMLA, ADA, or a leave of absence without pay. If none of these options apply, employees will be separated and may be eligible for Long Term Disability.

## III. ELIGIBILITY

All employees full-time, part-time, seasonal, temporary, and on-call are eligible to engage in an interactive process to determine if the employee qualifies for a temporary modified work assignment, if such work is available.

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## IV. PROCEDURES

- A. An employee who has a non-duty related injury or illness may submit a request in writing to their Department Head and Human Resources to be placed in a temporary modified work assignment.
- B. Or, the interactive discussion process may be initiated by the supervisor, a representative in HR, or another individual who believes there may be current job-related limitations due to a medical condition by contacting HR.
- C. If the employee decides to engage in the interactive process, HR will request that the employee provide the proper medical documentation.
- D. HR will facilitate an interactive meeting and provide a written determination regarding the requested temporary work assignment.
- F. Employees have an obligation to notify HR if their limitations change or if the duration of the request needs to be updated during their temporary modified work assignments.
- G. A release to return to work without restrictions needs to be provided by the employee's health care provider before returning to regular duties.

  
Barb McIntyre

Human Resources Director

9/6/2023  
Date

  
Leirion Gaylor Baird  
Mayor

9/19/2023  
Date