

## Sacramento Suburban Water District

**Modified/Alternate Duty Policy**

Effective: December 15, 2003  
Approved with Changes on: August 15, 2022

---

**100.00 Purpose of the Policy**

The primary purpose of this policy is to develop a Modified/Alternate Duty Program (Program) to minimize or reduce the effects of disability due to on-the-job (industrial) and off-the-job (non-industrial) injuries and illnesses and minimizing its workers' compensation costs to the extent practical as applicable. This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

**200.00 Policy**

The District considers the Program an essential element in its overall risk management program. In conjunction with a well-implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible to keep workers' compensation costs to a minimum.

It is the District's goal to maintain a productive work force. The Program will support that goal by returning an employee to work in a productive capacity as soon as possible without risk to the employee's health. Supervisors and Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining regular communication with the injured worker. They also will assist in arranging work which meets the employee's work restrictions as needed to reduce lost time and meets the District's business needs. Management and Human Resources will work with the District's workers' compensation carrier, if applicable, and the appropriate healthcare provider to assist with the assessment of the employee's ability to return to work. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

The modified/alternate duty provided for employees with on-the-job or off-the-job injuries or illnesses must meet the business needs of the District and the employee must agree to comply with all requirements and procedures in the Modified/Alternate Duty Program Manual.

### **300.00 Authority and Responsibility**

Human Resources, the Assistant General Manager, and the General Manager will be responsible for administering this policy. This will include maintaining the Modified/Alternate Duty Program Manual that is provided to all current and new employees.

### **400.00 Policy Review**

This Policy will be reviewed at least biennially.