CITY OF DECATUR Texas	**CITY OF DECATUR PERSONNEL POLICY**		
Chapter 02	**Employment**		
Section 09	**Modified Duty Assignments**		
Revised By:	**Nate Mara, City Manager**	**Revised Date:**	**October 13, 2025**
Approved By:	**Nate Mara, City Manager**	**Effective Date:**	**January 1, 2026**

02.09 Modified Duty Assignments

The City may modify duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another department in the City.

Factors considered by the City in making its decision include, but are not limited to:

- the nature of the employee's illness or injury;
- the medical release provided in support of modified duty;
- the risk that a modified duty assignment may result in aggravation of the employee's injury or illness;
- the type of modified duty work available;
- the length of the employee's employment with the City;
- the employee's performance and disciplinary history;
- whether the illness or injury occurred on or off duty; and
- the length of the job modification.

In making modified duty assignments, the City will make every effort to allow priority to employees whose injury or illness is work-related.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee who violates the terms of the medical release while on a modified duty assignment may lose the modified duty assignment and, in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond 30 calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Director of Human Resources to the City Manager. Only the City Manager or their designee may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through an evaluation by their treating physician or revert to workers' compensation indemnity payment, accumulated PTO leave, Family Medical Leave Act (FMLA), or PTO benefits, if available.

An employee who is released for and offered modified duty by the City who elects not to accept such an assignment will be ineligible for paid PTO leave benefits under the City's PTO Leave policy and salary continuation benefits under workers' compensation, but the employee may still be entitled to unpaid leave under the City's Family Medical Leave Act policy.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment. Likewise, any employee who reports to work for a light duty assignment but is unable to perform the essential functions of the modified position after a period of 7 days will be returned to off duty status.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments shall be reviewed and coordinated through the Director of Human Resources or their designee. The Director of Human Resources will work with the employee's department in making its decision whether modified duty work will be offered. Once a modified duty assignment has been approved by the Department Director and the Human Resources Director, the Human Resources Department will provide the employee with a bonified offer letter outlining the duties expected during the modified duty assignment. The employee must sign the bonified offer letter before beginning their modified duty assignment.

Before returning to regular job duties following a modified duty assignment, the employee must provide a full release from the physician to return to work and coordinate the return through the Director of Human Resources. Public Safety Departments may have more stringent definitions and requirements for return to regular duties due to the nature of their duties. See also Health Examinations and Fitness for Duty Policy.