



Agenda Date: 5/15/2019  
Agenda Placement: 7C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration  
**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000  
**SUBJECT:** Approved the Return to Work and Modified Duty Policy

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### **RECOMMENDATION**

Approved the attached Return to Work and Modified Duty Policy.

### **EXECUTIVE SUMMARY**

An injury or illness can adversely affect an employee's ability to work. This new policy and program is being proposed as a method to help employees return to paid and productive status more quickly when there is an injury or illness. Under the proposed policy, upon an employee's return to work from medical leave due to a non-industrial illness or injury, NapaSan will consider providing temporary Modified Duty Assignments to enable employees to return to work while recovering from the injury or illness. Any such potential assignment would be consistent with the business needs of the department and agency.

The purpose of the Return-to-Work and Modified Duty Program ("Program") is to allow employees to work in a temporary modified work assignment with fewer physical and/or mental demands while the employee recovers from an injury or illness. At the end of the Modified Duty Assignment, an employee must be able to perform the essential functions of his or her job, with or without a reasonable accommodation.

This policy and program has been reviewed by the Teamsters Local 315 and by the Association of Management and Professionals of Napa Sanitation District, the two organizations that represent NapaSan employees for collective bargaining purposes. Both have reviewed the program and have not identified any impacts that would require bargaining.

**FISCAL IMPACT**

Is there a Fiscal Impact?            No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

A . Policy #214 - Return-to-Work and Modified Duty Program

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker