



**LEAD CENTER**

www.leadcenter.org

## **FLEXIBLE WORK ARRANGEMENTS**

### **JOB MODIFICATION OPTIONS FOR RETURN TO WORK OR STAY AT WORK**

- Modify work tasks or job demands to meet the employee's functional capacities. This can include the temporary reassignment of certain tasks that may be directly affected by the temporary impairment.
- Modify the method of completing the tasks to be within the scope of the abilities of the employee. This could also include the modification of the expected rate of work completed or the expansion of time allotted to complete a particular task affected by the impairment.
- Modify the work site in a manner that reduces the impact of the impairment. This may include the addition of work aids, allowing the worker to sit while completing a task or reduce the amount of walking, lifting, or bending that may be required.
- Modify the work schedule to allow the individual to work but at the same time participate in rehabilitation services that will reduce the impairment, facilitate healing and prevent long-term disability. This could mean a six-hour workday plus two hours of rehabilitation services. This may also mean having the employee return to work on a graduated basis (i.e. 30-32 hours during his first week back from a lengthy work disruption).
- Establish a unique set of job tasks from a combination of job categories that will be within the functional capacities of the participating employee. The development of the tasks would exist for the length of the prescribed transition period (i.e. 2-4 weeks).
- Temporary assignment to a unique job or task in the same department that meets the physical demands of the injured worker and is useful to the department.
- Temporary assignment to a unique job or task in a different department that meets the physical demands of the injured worker and is useful to the department.
- A revision of or exclusion of current tasks that are deemed to exceed the employee's current functional skill.
- Assignment of a helper to assist the employee in completing those tasks greater than those tasks greater than those determined to be within the employee's functional capacities.