



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Early Return to Work
Procedure Number: 03-2005-0006
Board Policy Reference: IV.B.

Accountable Administrator: President
Position responsible for updating: AVP, Human Resources
Original Date: 12-16-05
Date Approved by Cabinet: 01-31-06
Authorizing Signature: *Signed original on file*
Dated: 01-31-06
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Reviewed: 07-13

Purpose/Principle/Definitions:

The College will make efforts on a case-by-case basis to return ill or injured employees to work. Returns will be within the requirements of the injury, the limitations of the law, the limitations of BMCC, and once a written release has been received from a health care professional. .

In the event an employee is not able to perform essential job functions completely after an illness or injury, BMCC will determine whether reasonable accommodations are appropriate that would provide temporary light-duty assignment, restructuring of the job to include modified workdays; shift or part-time work; or other modifications to work or to facilities, equipment, special aids or services. Reasonable accommodations must not result in an undue hardship on BMCC.

If an employee cannot be reasonably accommodated in his/her current job, BMCC will review alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If no other assignment is possible, BMCC will provide unpaid leave if recovery is ongoing and sick leave is exhausted. Unpaid leave will be provided in accordance with Oregon law.

BMCC will maintain current job descriptions for each position and will establish physical requirements for appropriate job categories.

Administrative regulations will be developed as necessary to implement this policy.

Legal References:

ORS 659A.043

ORS 659A.046

OAR 436-110-0001 to -0900

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29CFR Part 1630 (2000); 28 CFR Part 35 (2000).