

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE POLICY**

Name: Early Return to Work

Section: Personnel

Code: GCBDB/GDBDB-AP

Efforts will be made, on a case-by-case basis to return employees to work after an illness or injury. Returns will be within the requirements of the injury, the limitation of the law and the limitations of the district.

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

If an employee cannot be reasonably accommodated in their current position, the district will review alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If recovery is ongoing, sick leave is exhausted and no other assignment is possible, the district may provide temporary unpaid leave as an accommodation in accordance with state and federal law.

The district will maintain current job descriptions for each position. Physical requirements for appropriate job categories will be established.

The Human Resources department will develop procedures necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 695A.043

ORS 659A.046

OAR 436-110-0003 to -0900

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).  
Americans with Disabilities Act Amendments Act of 2008.

Reviewed: 2007, 3/14/2023

Approved: 4/11/2023