

**Riverside Community College District  
Temporary Modified / Alternative Duty Process (TMAD)  
Summary**

Riverside Community College District provides all disabled applicants and employees with Reasonable Accommodation as defined by the Fair Employment and Housing Act (Government Code § 12940). The following is general information about RCCD's Temporary Modified / Alternative Duty program as outlined in AP3447: *Reasonable Accommodation Process for Employment*

- In cases of industrial injury leave (Workers' Compensation), regardless of the length of the leave, employees are required to report to Risk Management prior to returning to work. The employee's supervisor will not allow an employee to return to work unless first cleared by Risk Management and processed by Diversity and Human Resources for payroll and return to work agreement paperwork.
- In cases of non-industrial medical leave, employees returning to work with full medical clearance and no work restrictions must provide a valid medical note to either their supervisor or DHR prior to returning to work.
- All employees desiring to return to work from a medical leave with functional limitations or work restrictions must first contact Diversity and Human Resources and provide a medical release note from their medical provider. If the medical restriction is temporary, please complete the "*Temporary Accommodation Request*" form. The form is available in the Diversity and Human Resources office or on the DHR intranet site.
- Employee requests for return to work with functional limitations or work restrictions can take 5 working days or more for processing. Employees can ensure a timely return to work by completing this process prior to the desired return to work date.
- During the period of time it may take to identify temporary modified or alternate work assignments, the employee will remain off from work, utilizing available paid leaves (Sick, Vacation, Comp, or Extended Illness Leave 1/2 pay).
- Work restrictions will be discussed with the medically restricted employee and with their department supervisor to determine if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) may be explored but is not required.
- If temporary modified or alternate work is not available the employee will remain off work, utilizing all available leaves. If the employee is unable to return to work before all paid leaves are expired, DHR will contact the employee to discuss extended unpaid leave options and the need for long term reasonable accommodation.
- An employee who remains off work due to functional limitations or work restrictions that cannot be reasonably accommodated is required to continue providing medical certification for all days missed from work to their site supervisor and Diversity and Human Resources.
- If a supervisor is concerned that an employee may be too injured or ill to perform all of the functions of the job without impacting performance expectations, their safety or the safety of others, the employee will be sent to meet with Diversity and Human Resources to discuss any need for reasonable accommodation. This can occur even if an employee has not requested accommodation or submitted a medical note stating functional limitations or work restrictions.
- Should an employee's condition change such that the temporary work restrictions become permanent, Diversity and Human Resources will engage with the employee in a more formal interactive *Reasonable Accommodation Process* to determine what reasonable accommodations may be available to support the employee's permanent/long-term work restrictions. Reasonable accommodation in modified work, leave extensions or reassignment options will all be explored in accordance with the state and federal laws and District policies and regulations. (ref. BP3410, BP3430, AP3447, 42 U.S.C. § 12101, et seq., Gov. Code § 12940)
- The District may request additional medical information prior to returning an employee back to their workplace and/or may utilize a fitness for duty process in accordance with applicable laws to ensure that an employee is returned to a safe work environment and that all reasonable accommodations are properly implemented before a return to work.
- When requesting reasonable accommodation for the employment, promotion or transfer process, a job applicant shall inform the assigned Human Resources Specialist that he/she will need a reasonable accommodation during the interview process.