

**BOARD OF DIRECTORS OF THE DEPARTMENT
OF STORMWATER MANAGEMENT**

RESOLUTION NO. 25-01

**A RESOLUTION ADOPTING A TEMPORARY MODIFIED DUTY POLICY FOR
DEPARTMENT OF STORMWATER MANAGEMENT EMPLOYEES**

WHEREAS, the Mayor and the Board of Directors of the Department of Stormwater Management of the City of Greenwood (hereinafter "Board") maintain that employees benefit both financially and psychologically from performing job duties without prolonged absences from work when employees are recovering from a medical event or a Worker's Compensation injury/illness;

WHEREAS, it has been determined that as a part of the City of Greenwood's Safety Program a Temporary Modified Duty policy should be adopted that provides employees who are on a medical leave and/or Worker's Compensation Leave the opportunity to perform certain duties before being released by the attending physician to return to his/her usual duties;

WHEREAS, the Mayor and Board deem it desirable to adopt a policy which provides Department of Stormwater Management employees the opportunity to work a Temporary Modified Duty assignment,

NOW, THEREFORE, BE IT RESOVED by the Board of Directors of the Department of Stormwater Management and the Mayor of the City of Greenwood, that the following Temporary Modified Duty Policy for the Department of Stormwater Management is hereby established and adopted:

I. PURPOSE

The City of Greenwood has established a policy permitting employees on paid medical leave, such as Worker's Compensation or Disability Leave, to potentially perform job duties within their departments under the recommendations of their medical providers. Employees subject to the Pregnant Workers Fairness Act (Act) will be provided modified duties pursuant to the Act.

The purpose of the policy is to provide employees the opportunity to temporarily perform modified duties.

II. POLICY

A. An employee whose injury or illness is work-related will take priority for a Temporary Modified Duty assignment and may displace an employee, who is on Temporary Modified Duty for a non-work related medical event.

B. Management will determine the operational need for a Temporary Modified Duty assignment, the tasks to be performed, and the work schedule for a Temporary Modified Duty assignment.

C. A Temporary Modified Duty assignment may include tasks currently performed by the employee, reduction, or change of hours normally worked by the employee, and/or other tasks not in the employee's current job description. An employee must be qualified to perform the Temporary Modified Duty assignment.

D. If management determines the need for an employee to be assigned Temporary Modified Duty, and the employee refuses the assignment, the employee shall use available Paid Time Off (PTO) leave. If the employee's PTO leave has been exhausted, the employee will be placed on leave without pay.

E. When an employee is placed on a medical restriction arising from a workplace-related injury or illness, the City's Occupational Healthcare provider will monitor the employee's participation in, and the progress of, the employee's prescribed treatment regimen.

If it is determined that the employee is not adhering to the regimen, management will withdraw the Temporary Modified Duty assignment.

F. A Temporary Modified Duty assignment will not exceed ninety (90) days per calendar year. If there are less than 90 days left in the calendar year, the remaining days of Temporary Modified Duty will be assessed against the second year. However, when an employee is on Temporary Modified Duty that extends from the end of one calendar year to the beginning of the next calendar year, the total number of days on Temporary Modified Duty may not exceed ninety (90) days.

Temporary Modified Duty is not guaranteed and may begin at any time and may end at any time. Temporary Modified Duty is not guaranteed for a full ninety (90) days.

III. PROCESS

A. When an employee is injured or becomes ill while performing job duties and must be sent to the City's Worker's Compensation provider, a work status summary with full or modified duty recommendations must be submitted to the employee's supervisor and the Human Resources Department.

B. When an employee is evaluated by a provider for a medical event and is placed on restrictions, the employee shall provide a work status summary with full or modified duty recommendations to the employee's supervisor and the Human Resources Department.

C. The employee shall provide a work status summary to the employee's supervisor and the Human Resources Department each time the employee is evaluated by the provider who placed the restrictions on the employee. The work status summary must be provided within (1) one business day following the date of the evaluation.

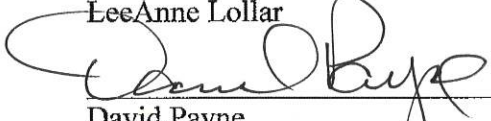
D. Human Resources and management will review any changes in the restrictions, and determine whether the employee may return to the employee's full duty position, or remain on a Temporary Modified Duty assignment.

PASSED BY THE BOARD OF DIRECTORS OF THE DEPARTMENT OF STORMWATER MANAGEMENT OF THE CITY OF GREENWOOD, INDIANA this 11 day of June, 2025, by a vote of 3 ayes, 0 nays.

**BOARD OF DIRECTORS OF THE
DEPARTMENT OF STORMWATER
MANAGEMENT**



LeeAnne Lollar



David Payne



John Shell

ATTEST:



Miranda Menale, Recording Secretary