

**Summary of Early Return-to-Work,  
Alternate, and Light Duty Assignments**

**Texas Tech University**

Granting alternate/light duty is Texas Tech University's (TTU) option and may be terminated at any time by informing the employee in writing.

TTU is not obligated to create alternate/light duty positions.

Return the injured employee to work as soon as possible in order to reduce lost time by assigning light and/or alternate work duties that may be unrelated to the employee's usual job.

Permanent disabilities fall under ADA requirements (see OP 70.11 Appointment of Staff Employees).

Each department shall be responsible for implementing procedures. Departments shall make a good faith effort for each individual case. Employees in light and/or alternate work assignments shall maintain their salary and status unless there are unusual circumstances.

Once the employee is released to alternate duty by a doctor, and if alternate duty is available, a Bona Fide Offer of Employment shall be made in writing to the employee.

The department shall prepare a job description with alternate duties noted. If the doctor modifies duties, the department will determine if it is acceptable and may counter or withdraw the offer.

An employee who declines a Bona Fide Offer of Employment in writing may be subject to disciplinary action (e.g., termination and/or termination of income benefits).

The employee is required to provide the department with a medical report from the doctor at least every 30 days.

The employee must return to work at the end of the alternate duty, seek reassignment, or be placed on disability leave in accordance with OP 70.01 Miscellaneous Leaves of Absence.