

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 a paid or unpaid leave of absence as provided by applicable university leave policies. Consult with Human Resources.