



**EVERY STUDENT.  
EVERY DAY.**

P.O. Box R  
400 North Elm Street  
Cortez, Colorado 81321  
Phone: (970) 565-7282  
Fax: (970) 565-2161

[www.cortez.k12.co.us](http://www.cortez.k12.co.us)

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## MODIFIED DUTY POLICY

Montezuma-Cortez School District RE-1 has elected to adopt a modified duty policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The District will implement the modified duty policy as they see the need. The goal of temporary modified duty is to provide a progression of job duties that will return the employee to their regular job.

The designated coordinator, HR Director, will be in charge of the Modified Duty Program. The coordinator will determine the injured worker's wages for modified duty tasks.

The following steps should be followed when an individual sustains a work-related injury or illness.

1. All injuries will be reported immediately to Human Resources, who will file via Internet, phone or fax the initial report of injury within 24 hours.
  2. The injured worker will seek medical attention from Southwest Memorial Walk-In Clinic, 970-564-1037 at 1413 N Mildred Road, Cortez, CO, 81321 or Southwest Memorial Primary Care, 970-565-8556, 1311 A N Mildred Road, Suite D, Cortez, CO 81321
  3. In case of emergency, the employee is to seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated doctors. Copperpoint may not pay for medical expenses incurred by the injured worker, if they seek unauthorized treatment from a doctor who is not designated. When possible, follow-up medical appointments will be treated consistently with other personnel policies.
  4. The injured employee will personally return a copy of the doctor's work status report to the employer within 24 hours of the medical visit.
  5. List modified duty tasks, which will be performed by your injured employee.
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6. The proposed tasks will be sent to the doctor for his/her approval and a job offer will be made to the employee in accordance with the Colorado Rules and Procedures, Rule IX. If the employee is unwilling to return to modified duty job tasks, his/her benefits may be jeopardized.
  
7. The value of the modified duty assignment will be determined and the employee will be paid accordingly. If less than the pre-injury wage, Copperpoint may pay Temporary Partial Disability benefits. Modified duty will be allowed as long as the employee is making progress toward regular duty, and it is realistic for the program to continue. Relevant personnel will review requests for extension of modified duty.
  
8. Modified duty will be discontinued once the doctor determines the employee has reached maximum medical improvement (MMI) or the employee is released to work without restrictions.

While on modified duty, the employee will be under all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature and will be reviewed jointly by the supervisor, injured worker, and relevant staff to address increasing work duties and overall performance. This will be done at least once a month.

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Employee's Signature

Date

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