

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF EDUCATION SERVICES  
Policies and Procedures**

**ESSENTIAL JOB FUNCTIONS**

**Effective Date:** November 18, 2005  
**Original Effective Date:** August 1, 2004  
**Reference(s):** Family and Medical Leave, Section 5, Page 11-19; Workers' Compensation Administration, Section 6, Page 9-12; Americans with Disabilities Act of 1990

**Purpose:**

To establish a policy that all Office of Education Services (OES) employees are expected to perform the essential functions of their jobs, with or without reasonable accommodation. And, to communicate that no temporary light duty accommodations will be made, except whenever possible in workers' compensation injuries and/or illnesses.

**Employees Covered Under this Policy:**

Fulltime or part-time employees with either a permanent, probationary, trainee, time-limited permanent, or time-limited appointment, who are subject to provisions of General Statute 126 (non-certified staff) and/or subject to provisions of General Statute 115C-325 (certified educators).

**Policy:**

All OES employees are expected to perform the essential functions of their jobs, with or without reasonable accommodation. When employees are prevented from performing the essential functions of their job due to a serious medical condition or illness, they are required to submit a written physician's statement to their immediate supervisor detailing any physical and/or medical restrictions, and the anticipated duration of the restrictions.

Once a written physician's statement is submitted, management will determine if the employee can perform the essential functions of his/her job in light of the physical or medical restrictions in his/her current position. Employees who are unable to perform the essential functions of their job will be placed on Family and Medical Leave (FML) until they can return to work and perform the essential functions of their job, with or without reasonable accommodation. While on FML, employees will be required to use sick leave during their absence, and will also have the option of using vacation leave, bonus leave (if applicable), and can request leave without pay. No temporary light duty accommodations will be made, except whenever possible in workers' compensation injuries and/or illnesses.

In cases of workers' compensation injuries and/or illnesses, temporary light duty accommodations or temporary work assignments will be made whenever possible. Any temporary light duty accommodations or temporary work assignments will be reviewed every 30 days to determine if still needed and to determine if the needs of the children/students and/or program are being met. Temporary light duty accommodations and temporary work assignments can not exceed 90 days without the approval of the OES Superintendent. If the physical or medical restriction can not be temporarily accommodated, the employee will be placed on workers' compensation leave.

Employees are required to submit a written physician's statement at the beginning of every school year detailing any physical and/or medical restrictions, and the anticipated duration of the restrictions, for review and determination of next steps by management. Otherwise, employees are expected to perform the essential functions of their job, with or without reasonable accommodation.

I, \_\_\_\_\_, have read, understand, and received a copy of the **Essential Job Functions Policy** above.

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Employee's Signature

Date

Cc: Personnel File