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Accommodation and Inclusion Management: Modified or Different Work Duties

## What are modified or different work duties?

Modified or different work duties can be permanent changes to job duties to accommodate persons with disabilities and ensure they are able to perform a job safely and functionally within their abilities.

Modified work duties can also consist of any temporary changes to the worker’s job tasks, duties, or workload. This can include alterations to the work area, the equipment used by the employee, or direct modification of tasks, to ensure the employee can work in a safe and manageable environment.

## How can this adjustment help?

**Modified work duties helps employees ease back to work** (for example, if they were on leave for medical, stress, or injury reasons) and helps them contribute to valuable work while managing their barriers.

CCRW developed a Return-to-Work (RTW) Plan with the goal of assisting employees with returning to work in a safe and productive manner that is consistent with the employee’s functional abilities. **Contact us for support in this area at aim@ccrw.org.**

## Questions to Ask When Evaluating Job Duties

1. What is the primary purpose of the job? What are the major duties and responsibilities of the job?
2. Are the job duties fair considering the employee’s disability and/or barriers?
3. What were the employee’s job duties prior to their leave, and what are they no longer able to do? What challenges did the employee experience before their leave, and which previous job tasks would these challenges impede on?
4. Are the job tasks, workstation, and work schedule still suitable for the employee? If not, how can they be modified to support the employee in a successful return-to-work?
5. How can the job duties be modified to accommodate the employee’s return to work in a safe manner? What types of accommodations would assist the employee with performing each function of their job duties? How can the demands of the job be accommodated to support this employee with their safe return-to-work?
   1. This could include: modified schedule or location, modified job requirements, assistive devices, or environmental aids
6. Have you included the employee, as well as their manager, in the process of developing a return-to-work plan?
7. Upon reviewing the individual’s current health status, what types of symptoms or side effects may impede on their ability to perform the job?
8. Upon reviewing the individual’s functional abilities, are there any tasks that would cause overexertion or risk exceeding functional tolerances?
9. Does the employee currently have any accommodations or adjustments in place? Are they still effective, or should they be reviewed for improvement?
10. Is there documentation that showcases the modified work duties to ensure all parties are aware of their responsibilities?
11. Are managers encouraging employees to review policies and request modifications when needed?

*This information was adapted from:* [*Return to Work Plans for Ontario Workplaces (aoda.ca)*](https://aoda.ca/return-to-work-plans-for-ontario-workplaces/)

If you need support with a return-to-work plan or navigating modifying a worker’s duties, contact us at aim@ccrw.org. Our team of Accommodation and Inclusion Specialists are ready to serve you!