Purpose:

The purpose of this policy is to establish a policy for temporary limited duty for employees who would otherwise be absent from work as a result of an illness or injury.

Definitions:

“Light Duty” shall be those job responsibilities and assignments given to an employee who is either injured or sustains an illness who may return to work under certain medical restrictions. Such light duty may include any job assignment as long as the work is compatible with the employee’s physical abilities as determined by a physician.

“Regular Duty” shall be those job responsibilities and assignments given to an employee under his/her regular job classification.

Policy:

When an injury, illness or condition has occurred, the employee should be evaluated by a physician. The physician will then make a determination that the employee is unable to perform their normal duties within the department for a given period of time.

Procedure:

I. An injury or illness that occurs in the workplace.
1. Light duty will be awarded and the employee will be assigned to an alternate work schedule if necessary.

2. The employee should present in writing to the Assistant Chief of EMS, the work comp physician’s certification which sets forth:
   - The nature of the injury or illness which prevents the employee from returning to his/her regular duty
   - A determination that the employee may engage in limited duty subject to work restrictions or limitations.
   - The work restrictions or limitations imposed upon the employee by the physician
   - The expected duration of the illness or injury.
   - The expected duration of the proposed limited duty.

3. The Assistant EMS Chief may, at his discretion, approve light duty for such employee subject to the terms and conditions of this policy and such other terms and conditions he shall deem necessary.

4. The Assistant EMS Chief shall monitor the participation of said employee in light duty and shall report his findings to the EMS Chief on a monthly basis.

5. The EMS Chief may, at his discretion, amend or terminate the assignment of light duty when he finds:
   - The employee is abusing the limited duty privilege
   - The use of limited duty is not effective.
   - The employee is not making a meaningful effort in his recovery and/or attempt to return to regular duty.
   - The use of limited duty is not good for the City.
   - Limited duty work is not available
   - The employee is capable of returning to his/her regular duty.

6. Upon termination of light duty, either by expiration or the allotted limited duty period or by termination of light duty by the EMS Chief, the employee may:
   - Return to regular duty upon submission of a written certification by the City physician which states the employee may return to his regular work duty without restrictions; or
   - Seek permanent disability status

7. Limitations and conditions:
   - The employee must submit weekly to the Assistant Chief of EMS a report of light duty assignments and progress.
   - By accepting light duty, the employee waives his right to work solely in his/her regular work/job classification during his/her period of limited duty.
   - Employees shall have no right to demand or retain light duty. The assignment of light duty is within the sole discretion of the EMS Chief.
• The employee shall continue to accumulate vacation and sick leave while on light duty.
• The employee shall be paid as though he/she were working their regular assignment and shall consult with the billing specialist on how to correctly complete their payroll for a work-comp related injury.

II. An injury, illness or condition, that occurs outside of the workplace.

1. Light duty will be awarded on a case by case basis and is not guaranteed.
2. To be considered for light duty, the employee should present in writing a formal request to the Assistant EMS Chief and a physician’s certification outlining the type of injury sustained, what (if any) restrictions the employee will have and the expected durations of the injury or illness.
3. The Assistant Chief will evaluate the availability of projects within the department. If projects are available, the Assistant Chief may allow the light duty request.
4. Once the projects are complete or if projects are not available, the Chief will deny the request and accrued benefit time will have to be utilized by the employee.
5. The Assistant EMS Chief shall monitor the participation of said employee in light duty and shall report his findings to the EMS Chief on a monthly basis.
6. The EMS Chief may, at his discretion, amend or terminate the assignment of light duty when he finds:
   • The employee is abusing the limited duty privilege
   • The use of limited duty is not effective.
   • The employee is not making a meaningful effort in his recovery and/or attempt to return to regular duty.
   • The use of limited duty is not good for the City.
   • Limited duty work is not available
   • The employee is capable of returning to his/her regular duty.
7. Upon termination of light duty, either by expiration or the allotted limited duty period or by termination of light duty by the EMS Chief, the employee may:
   • Return to regular duty upon submission of a written certification by the City physician which states the employee may return to his regular work duty without restrictions; or
   • Utilize accrued sick or vacation leave; or
   • Seek permanent disability status
8. Limitations and conditions:
   • The employee must submit weekly to the Assistant Chief of EMS a report of light duty assignments and progress.
   • By accepting light duty, the employee waives his right to work solely in his/her regular work/job classification during his/her period of limited duty.
• Employees shall have no right to demand or retain light duty. The assignment of light duty is within the sole discretion of the EMS Chief.
• The employee shall continue to accumulate vacation and sick leave while on light duty.
• The employee shall be paid for actual hours worked. Any hours needed to make a pay period complete will require the use of accrued leave.