



ADMINISTRATIVE DIRECTIVE

LIGHT DUTY POLICY	NUMBER 2.02-21	PAGE 1 of 4
	EFFECTIVE DATE July 1, 2013	

I. **PURPOSE**

To establish a Citywide policy regarding the assignment of employees to Light Duty.

II. **POLICY**

Light Duty is intended for employees recovering from a medically documented mental or physical illness or injury sustained on or off the job who have work restrictions, and who are expected to return to unrestricted work.

Assignment of Light Duty is not a right of employment. As provided in this directive, Light Duty is allowed with the approval of the department director/designee, as long as necessary and meaningful work is performed. In assigning Light Duty, department directors/designees will take the employee's skills and abilities into consideration. The decision of the department director/designee regarding Light Duty assignment is not subject to grievance or appeal.

If there is limited Light Duty work available, preference will be given to the employee whose work restrictions are due to an industrial injury, and/or individuals with permanent or substantially limiting work restrictions who have requested a reasonable accommodation under the Americans with Disabilities Act (ADA).

If the employee can perform their regular job duties within the limitations established by a physician, the employee will return to their regular duties, and the provisions of this directive do not apply.

III. **DEFINITIONS**

- A. **Accident Compensation (AC)** – Salary benefits paid to an employee who is off work due to an industrial injury or illness that occurred before July 1, 2009. These benefits are paid to supplement Workers Compensation statutory benefits in accordance with Tucson Code, § 2-13(1).
- B. **Light Duty** – Temporary work that is physically or mentally less demanding than normal job duties. Employees are required to provide work restrictions documented by their physician to support the need for Light Duty. An employee who has been accommodated into a permanent position under the ADA is no longer considered on Light Duty, and therefore, is not subject to this directive.
- C. **Reasonable Accommodation** – Refers to the requirements of the Americans with Disabilities Act (ADA), as covered in A.D. 2.05-2, Reasonable Accommodation of Applicants and Employees with Disabilities.
- D. **Workers Compensation** – Statutory benefits, as established by ARS Title 23, to cover an employee who is injured on the job.



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- E. Workers Compensation Benefit (WC)** – Salary benefits paid to supplement Workers Compensation statutory benefits paid to an employee due to an industrial injury or illness that occurred on or after July 1, 2009, in accordance with Tucson Code § 2-13(2).

IV. PROVISIONS RELATED TO INDUSTRIAL INJURIES ONLY

- A.** Employees on an Alternate Work Schedule may have their schedule changed while working restricted hours on Light Duty. This would constitute an unforeseen circumstance under any labor agreement.
- B.** Employees released to work Light Duty following an industrial injury may choose to remain off work under Family Medical Leave (FML), if eligible, and may choose to be on FML up to the entitlement of 12 weeks of FML. An employee who chooses not to return to work once released by a physician will not be eligible for statutory benefits or City AC/WC benefits.
- C.** While on Light Duty, employees may schedule doctor and physical therapy appointments during their current work hours, however, appointments should be scheduled at the beginning or end of the employee's shift to minimize their time away from work. For appointments, evaluations, and treatments outside of the employee's current work hours, paid overtime, Compensatory Time accrual, and flex time is not allowed. If the employee is working part-time, appointments should be scheduled during non-working hours.
- D.** Employees returning to work on Light Duty due to an industrial injury may be assigned Light Duty in another City department. The employee's department is responsible for arranging Light Duty assignments.

V. PROCEDURES

- A.** An employee requesting Light Duty must have a release from a physician, specifying their work restrictions and expected duration of the restrictions.
- B.** An employee will be sent to the City Physician when:
1. The release to Light Duty and/or regular duty is due to an industrial injury.
 2. Clarification or confirmation of work restrictions is needed.
- C.** An employee may be sent to the City Physician when being released from Light Duty to regular duty.



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- D. Return to work evaluations by the City Physician are performed on a walk-in basis for non-work related injuries, and must be completed on the employee's time, prior to returning to work.
- E. Employees are required to notify their supervisor immediately upon receiving a physician's release to Light Duty and/or regular duty. Supervisors must then notify Human Resources of the change in the employee's work status.

VI. DURATION

Light Duty, as defined in this directive, is temporary, not indefinite. Light Duty will not extend beyond 12 months, and may be terminated at less than 12 months. Light Duty will be approved and monitored in 30-day increments by the department director/designee.

Employees on Light Duty assignments for six (6) months must be referred to the Human Resources Director/Designee to initiate a case review, evaluation, and possible Reasonable Accommodation process. A review will take place to assess the possibility of the employee returning to regular duty within a reasonable period of time. When there is a high expectation that the employee will be able to return to unrestricted job duties, Light Duty may be extended beyond 12 months as recommended by the department director/designee, and approved by the Human Resources Director/Designee, as part of a reasonable accommodation.

VII. GENERAL PROVISIONS

- A. Department directors/designees are responsible for monitoring Light Duty assignments of their employees and assuring the provisions of this directive are followed.
- B. Performance appraisals will be completed for employees on Light Duty, in compliance with their normal review schedule, and will address their performance while on Light Duty.
- C. Employees on Light Duty are eligible for merit increases based on job performance and availability of funding.
- D. Previously approved outside and/or off-duty employment will be reviewed by the department director/designee for possible conflict with the medical work restrictions.
- E. Assignment Pay may not exceed six (6) months while on Light Duty, unless the employee is performing the duties of the special assignment.



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Appendices (Forms)

Temporary Light Duty Work Assignment Form (2-sided)

References

- 2.01-1 Compensation Administration
- 2.02-6 Outside Employment
- 2.02-13 Employee Performance Appraisal
- 2.05-2 Reasonable Accommodation

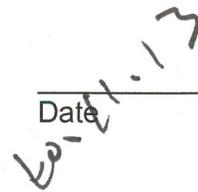
**Review Responsibility
And Frequency**

The Human Resources Director will review this directive as needed.

Authorized



City Manager



Date

TEMPORARY LIGHT DUTY WORK ASSIGNMENT FORM

_____ **DEPARTMENT**

Employee Name (print): _____

Employee ID: _____

Job Title: _____

Supervisor's Name: _____

Part 1 – Commencement of Employee's Light Duty Work:

Section I – To be completed by employee's supervisor:

Based on the restrictions identified by your physician, you are being assigned to Light Duty. This assignment is temporary and is not a permanent assignment. This assignment will be evaluated every 30 days and will not exceed 12 months. If you are not released to full/regular duty at six (6) months, you will be referred to the Human Resources Department for case review, evaluation and possible Reasonable Accommodation under the Americans with Disabilities Act (ADA).

- Physician's Release to Light Duty Date: _____
- Light Duty Assignment Start Date: _____
- Scheduled Days: _____
- Scheduled Start & End Times: _____
- Location (Department/Divison): _____
- Assigned Duties/Responsibilities: _____
- Reporting to (Light Duty Supervisor): _____
- Next Review Date: _____

Section II – Employee's Acknowledgement:

I accept decline the terms and conditions of the assignment, as stated above.

Employee's Signature

Date

Section III – Department Director/Designee's Approval:

Department Director/Designee's
Signature

Department Director/Designee's
Printed Name

Date

Part 2 – Referral to Human Resources Department:

The Light Duty assignment has reached six (6) months in duration, however, the employee is not released to return to full/regular duty. Employee has been referred to the Human Resources Department for case review, evaluation and possible Reasonable Accommodation process under the ADA on: _____.

The employee's department must continue to monitor the Light Duty assignment. _____ Date

Department Director/Designee's
Signature

Department Director/Designee's
Printed Name

Date

Copies to: Temporary Supervisor, Department Payroll, Department File & Human Resources Department.
Supervisor Review Log ON BACK.

SUPERVISOR'S REVIEW LOG

Next Scheduled Review Date (30 Days/1 Month)	SUPERVISOR COMMENTS (Examples: Same Restrictions, Changed Restrictions, Follow-Up Appointment Scheduled, etc.)	Supervisor's Initials & ID#:	Review Completed Date
<p>Refer employee to the Human Resources Department at six (6) months for case review, evaluation, and possible Reasonable Accommodation under the ADA. The employee's department must continue to monitor the Light Duty assignment.</p>			

Copies to: Temporary Supervisor, Department Payroll, Department File & Human Resources Department.
 Temporary Light Duty Assignment Form ON FRONT.