ADMINISTRATIVE DIRECTIVE

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LIGHT DUTY POLICY	**2.02-21**	**1 of 4**
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	August 1, 1999	

I. PURPOSE

To establish a citywide policy regarding the assignment of employees to light duty.

II. DEFINITIONS

Light duty - refers to **temporary** work that is physically or mentally less demanding than normal job duties. Physically or mentally less demanding work duties arranged under the reasonable accommodation process is not considered "light duty" for purposes of this directive.

Reasonable Accommodation - refers to the requirements of the Americans with Disabilities Act, as covered in Administrative Directive 2.05-2.

Workers Compensation - refers to compensation paid to an employee who is off work due to an industrial injury or illness. The employee is paid 2/3 of their salary, up to a maximum salary of $2400 per month.

Accident Compensation (AC) - refers to compensation paid to an employee who is off work due to an industrial injury or illness. The employee is paid 1/3 of their salary, as a complement to the workers compensation. There is no maximum salary cap for the 1/3 pay of Accident Compensation.

III. 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 eventually return to unrestricted work.

Assignment of light duty is not a right of employment. As long as necessary and meaningful work is performed, light duty is allowed with the approval of the Department Director, as provided in this directive. In assigning light duty, department directors may take into consideration, as appropriate, the employee's skills and abilities, past performance records, and history of unscheduled absences. The decision of the Department Director 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.

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

IV. PROVISIONS RELATED TO INDUSTRIAL INJURIES ONLY

Employees returning to work who have restricted work hours will be paid for their normal workday, for a period not to exceed two full pay periods.

Employees who do not work full-time or their normal hours after two pay periods may be eligible for worker's compensation or AC benefits for hours not worked.

Employees on an Alternative Work Schedule may have their schedule changed while working restricted hours on light duty.

Employees released to work light duty following an industrial injury, may choose to remain off work under Family Medical Leave, if applicable, and may choose to be on LWOP, use sick leave, or other personal leave (up to the entitlement of 12 weeks FML). An employee who does not return to work once released by the physician will not be eligible for workers compensation or AC benefits. (See Administrative Directive 2.01-7, Employee leaves, for applicability of FML)

While on light duty, doctor and physical therapy appointments should be scheduled during work hours if at all possible. If the employee is working part-time, the appointments should be scheduled during non-working hours. Overtime is not paid for doctor and physical therapy appointments that occur outside the employee’s work hours.

Employees returning to work on light duty due to an industrial injury, maybe assigned by Risk Management for light duty in another City department.

V. PROCEDURES

The employee must have a release from a medical provider, specifying the work restrictions.

An employee will be sent to the City Physician when:

* The release to light duty is due to an industrial injury.
* Clarification or confirmation of work restrictions is needed.

An appointment for the City Physician is arranged through Risk Management.

An employee is required to notify the supervisor immediately upon receiving a physician's release to regular duty.

VI. DURATION

Light duty is temporary as defined in this directive and is not indefinite. After six months, light duty work arrangements must be forwarded to the Human Resources Department. The Human Resources Department will provide to the employee information on the reasonable accommodation process. At 12 months, a review will take place to assess the possibility of returning to regular duties 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 as recommended by the department director and approved by the City Manager.

VII. GENERAL PROVISIONS

Department directors are responsible for monitoring the light duty assignments of their employees and assuring the provisions of this directive are followed.

Performance appraisals will be completed for employees on light duty, in compliance with their normal review schedule. The appraisal will address their job duties while on light duty.

Employees in the light duty program and working within their job classification are eligible for merit increases based on job performance and availability of funding.

Employees whose light duty is outside their classification will be considered for merit increases on a case-by-case basis, depending upon the level of work being performed compared to their permanent assignment. Employees performing at a lower job level maybe eligible to receive a delayed merit increase after returning to their assignment, without a change in their pay anniversary date.

Previously approved off-duty employment shall be reviewed by the supervisor for possible conflict with the medical work restrictions.

Assignment Pay may not exceed six months while on light duty, unless the employee is performing the duties of the special assignment.

VIII. RELATED DIRECTIVES

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

IX. RESPONSIBILITY FOR REVIEW

The Director of Human Resources will review this directive annually in June.

AUTHORIZED:

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