

LIGHT DUTY POLICY

1.0 PURPOSE

To establish guidelines for light duty assignment which can be made available to employees who are recovering from disabilities related to injury/illness and who are presumed to be able to return to full unrestricted duty within 12 weeks of the date the original modification is made.

2.0 POLICY

It is the policy of the City of Wilson to arrange whenever possible for placement employees that are temporarily mentally or physically disabled of the options available to them.

It is also the policy of the City of Wilson to administer these procedures in a fair, consistent, and equitable manner.

3.0 ORGANIZATIONS AFFECTED

All Departments.

4.0 DEFINITIONS

4.1 **CITY CONTRACT PHYSICIAN** means the physician currently contracted by the City for referral of all employees requiring a physician's treatment for on-the-job accident/injury.

4.2 **COMPENSABLE INJURY** means an injury/illness that is confirmed as resulting from an accident during the course and scope of the employee's employment and qualifies for worker's compensation.

4.3 **LIGHT DUTY** means modified job requirements to meet short-term disabilities as prescribed by the City contract physician.

4.4 **OFF-THE-JOB INJURY** mean an injury/illness that occurred off the job and is not related to the employee's employment.

4.5 **ON-THE-JOB INJURY** means a disability resulting from an accident during the course and scope of an employee's job.

5.0 PROCEDURES FOR LIGHT DUTY PLACEMENT

5.1 The employee shall be responsible for immediately notifying his/her supervisor of any job related medical condition, which will affect the job performance. The Employee is responsible for providing requested medical information to the supervisor.

5.2 The supervisor shall be responsible for filing the necessary paperwork and notifying the appropriate personnel of the employee's disability and/or making prompt arrangements for the employee to be seen by the Employee Health Nurse.

- 5.3 If an employee is injured on the job and the injury/illness is determined to be compensable, the employee shall receive Worker's Compensation benefits as administered per the City Personnel Rules and Regulations Manual.
- 5.4 The City contract physician and /or employee Health Nurse shall be responsible for receiving medical information and determining necessary limitations of duties. The medical confirmation shall be maintained in the employee's health records. All medical/health information is considered confidential.
- 5.5 If the accident/injury is determined to be compensable, the employee must comply with all instructions or recommendations and keep all appointments of the attending physician with follow-up from the City's physician as needed. Supervisors should communicate with employees with occupational injuries to ascertain that rehabilitation instructions are being followed in the most efficient manner.
- 5.6 The Employee Health Nurse and Safety & Risk manager along with the employee's Department Head or designee, will make every effort to place the employee in a position within their department that meets the physical limitations recommended by the attending physician. Due to the limited available positions in each department however, light duty assignment will not always be available. (See section 6.2).
- 5.7 The employee assigned to light duty will receive his/her normal weekly or bi-weekly check if the employee works the complete pay period associated with the light duty assignment.
 - 5.7.1 If the employee is placed on light duty outside his/her normal work area, the reporting supervisor is responsible for assuring that actual hours worked, leave taken, etc., are reported to the employee's supervisor.
 - 5.7.2 Employees on light duty are required to follow the policies and procedures of the department to which they are assigned.
 - 5.7.3 If for any reason after the light duty assignment is made the employee claims to be unable to perform, the employee is to be sent immediately to the City physician for reevaluation. Only if the problem develops after normal working hours or weekends should an employee be sent directly home. If the after hours situation occurs, the employee should be instructed to report to the City physician at 8:00 am on the next workday. The Management Services Office should be notified immediately if this situation occurs.
- 5.8 The employee, who is placed on light duty due to a compensable injury, will be monitored by the City's physician at frequent intervals until released for regular duties. The employee will return to regular duty after being released by the City's physician and completion of any departmental fitness requirements.
- 5.9 The City reserves the right to require a physician's examination for employees by the physician of the City's choice and/or contract City physician.
- 5.10 If the employee is injured of the job and the injury/illness is determined non-compensable, the employee is not entitled to worker's compensation benefits. He/she

may elect to use sick leave, accrued vacation leave, compensatory leave, or leave without pay if no other leave is available.

6.0 LIGHT DUTY PLACEMENT FOR OFF-THE-JOB INJURIES

- 6.1 At the discretion of the Division Head, requests for light duty assignments for employees who receive off-the-job injuries/illnesses can be arranged within their work center. The Division Head will determine if there is acceptable vacancies available meeting the posted restriction criteria of the injured/ill employee must use sick leave, vacation leave, or leave without pay until such time the employee has been released to full duty by hi/her attending physician.
- 6.2 NOTE: There is no mandatory requirement to place employees recovering from off-the-job injuries/illnesses into any light duty program. Due to the limited available positions in each department, light duty assignments will not always be available. The City reserves the right to make the final determination as to the conditions under which such positions are made available and for how long a person may occupy such as position.
- 6.3 If the Division Head does not approve the light duty request, employees must use sick leave, vacation leave, or leave without payoff no other leave exists.

7.0 MEDICAL DISABILTY DISPLACEMENT

If after receiving a medical assessment or re-evaluation by a City approved physician, an employee is determined to be unable to perform the regular duties of his/her job permanently, the Human Resources Department will assist the employee in applying for medical disability retirement or another job within the City. The employee may also seek employment outside the City or submit a letter of resignation.