

ADMINISTRATIVE ORDER NUMBER 2-26

SUBJECT: Light Duty Assignments for Temporarily Disabled Employees

Responsible Department: Personnel Services Department

Date Issued: 12-01-1998

Date Revised: 06-02-2020

Approved: *(Signature on File)*

Purpose:

To establish a City-wide uniform policy and procedure for the administration of light duty assignments for employees who are temporarily unable to perform the essential functions of their regularly assigned position due to an injury or illness. Essential functions are all of the fundamental job duties of an employee's job. An employee's inability to perform even one essential function of their job is sufficient to temporarily reassign the employee to a light duty assignment.

Limitations:

A temporary light duty assignment for an injured or ill employee shall stop when any of the following occurs:

- a) The employee is medically released to perform the essential functions of their regular position; or
- b) A medical provider deems the employee temporarily unable to perform any work in any capacity; or
- c) A temporary light duty assignment is no longer available due to operational necessity and/or is otherwise no longer reasonable to provide; or
- d) The employee's temporary medical limitations and/or restrictions render them unable to continue performing the temporary light duty assignment; or
- e) The employee is medically determined to have a permanent limitation(s) and/or restriction(s) that prevent them from being able to perform the essential functions of their regular position. When this occurs, the City will continue the interactive process by engaging in alternative work search and/or through exhaustion of the interactive process.

Procedures:

When feasible, the City will locate and assign temporary light duty work to employees who are temporarily unable to perform the essential functions of their job due to injury or

illness. Light duty work assignments shall be made consistent with the employee's limitations and restrictions described by a medical provider. The following procedures shall apply:

1. Medical providers shall be encouraged, within acceptable medical guidelines and standards, to release temporarily disabled employees to light duty work status and describe the employee's functional limitations and restrictions in sufficient detail to enable the City to determine a suitable work assignment.
2. The employee shall be responsible for providing their supervisor with documentation of their current limitations, restrictions, and work status issued by their medical provider as soon as practical following each appointment with their medical provider.
3. Departments shall determine whether the employee's regular work division has an available light duty assignment consistent with the employee's limitations and restrictions described by the medical provider. Work should be beneficial for both the employee and the department, and shall have the same underlying funding source as the employee's primary funding source. (e.g., enterprise to enterprise; or general fund to general fund). The department/division is not to create or make-up work. An "Offer of Temporary Modified Work" form shall be used to document assignment details and dates of effectiveness. (See Attachment). The form shall be presented to the employee with all relevant details. The original form shall be returned to the Personnel Services Department, with the employee's department retaining a copy, and the employee given a copy.
4. If the employee's usual work division is unable to assign suitable light duty work, other divisions within the same department shall be contacted and shall determine whether those divisions have a light duty assignment available, consistent with the limitations and restrictions described by the medical provider.
5. If a light duty assignment consistent with the employee's medical limitations and restrictions cannot be identified within the employee's department, the Director of Personnel Services shall be notified. The interactive process coordinator in the Personnel Services Department will attempt to locate an appropriate light duty assignment in another department. The department to which the employee is regularly assigned shall continue to provide the employee's regular salary.
6. If there is no available light duty assignment consistent with the employee's limitations and restrictions, the employee will be placed off work. If the injury or illness has been deemed industrial, the employee will be compensated with "On the Job Injury" (OJI) pay, consistent with the Fresno Municipal Code. If the injury or illness is not industrial, the employee will use their own leave banks or donated time if approved, as a temporary accommodation, until the employee is either medically released to perform the essential job functions of their regular job, with or without reasonable accommodation, an appropriate light duty assignment

becomes available, or the temporary leave accommodation becomes unreasonable in which case the City will continue the interactive process by engaging in the alternative work process and/or through exhaustion of the interactive process.

7. Should an employee remain in light duty status for more than six months, the Appointing Authority (or designee) and Personnel Services, in conjunction with the employee, will re-evaluate the employee's medical status and the continued viability of providing light duty assignment(s) in an interactive process meeting. Such a re-evaluation will occur every six months as long as the employee remains in light duty status.

Attachments: Temporary Light Duty Assignment form



TEMPORARY LIGHT DUTY ASSIGNMENT

DEPARTMENT: _____

LD COORDINATOR: _____

EMPLOYEE NAME: _____

DATE OF INJURY/ILLNESS: _____

Consistent with the City of Fresno's Administrative Order 2-26 "Light Duty Assignments for Temporarily Disabled Employees," the City will consider temporary alternate suitable assignments for any employee unable to perform their regular work due to an injury or illness, we are providing the following temporary light duty assignment based on your temporary medical limitations and/or restrictions.

The temporary light duty assignment is: _____
(description of position and department or location)

The duties you will be required to perform are as follows:

(describe specific job duties and the physical requirements of the position)

The hours of work will be from _____ to _____, _____
(hrs) (hrs) (days of the week)

The daily meal break is scheduled to be _____ minutes. Other break times will be determined by the assigned supervisor based upon operational needs.

The light duty assignment will start on _____ at _____. It will continue until any of the circumstances occur as stated in "Limitations" in AO 2-26, which is attached.

During the modified work placement, your assigned supervisor will be: _____
(name of supervisor)

You will be expected to only perform the duties outlined above, which are deemed consistent with your temporary limitations and restrictions. The assigned supervisor noted above will monitor you while on this assignment. Should there be adjustments in your duties or changes in your temporary limitation and restrictions or you have any difficulties performing the temporary modified work, please notify your assigned supervisor immediately.

Assignment Accepted

Assignment Rejected _____
(reason)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____