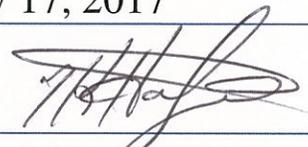
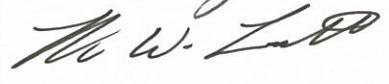
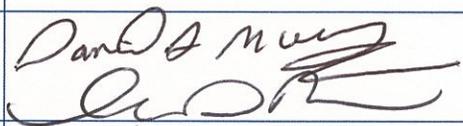
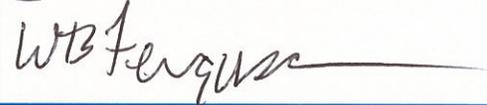


	<b>Standard Operating Guideline: PERSON 3</b>	
	Subject:	Restricted Duty
	Effective Date:	November 1, 2012
	Revision Date:	May 17, 2017
	Approval:	
	EMS Representative:	
	Fire Representative:	
Career Representative:		
Director:		

**Purpose:** The purpose is to establish policy for restricted duty assignments and the procedures for granting temporary restricted duty to eligible firefighters and other personnel within the Department of Public Safety.

**I. Background**

- A. When an employee is injured on the job, there may be a recovery period during which the employee is unable to perform their regular duties. The Department attempts to return employees to work as quickly as medically possible after an occupational injury. In order to accommodate restrictions, it is sometimes necessary to assign an employee to a position outside of their regular work environment. All references to “workplace injury” hereafter also apply to work-related illness.
- B. Use of restricted duty can provide eligible employees with an opportunity to remain productive while convalescing, as well as, provide a work option for personnel who may otherwise risk their health or safety, or the safety of others, by remaining on duty when physically or mentally unfit for their regular assignment. Eligible personnel shall be given a reasonable opportunity to work in temporary light duty assignments as appropriate and available.

**II. Definitions**

- A. Restricted Duty- Any assignment that involves less than the full range of normally assigned duties and activities. The assignment may be for full-time or reduced hours. Typically, this assignment is less stressful and less physically demanding either specifically or generally. Restricted duty assignments are typically for short-term (less than two weeks) injuries, illnesses or conditions.

- B. Restricted Duty Eligible Personnel- Any regular employee of this department experiencing a work related medically certified injury or illness, and who, because of this injury/ illness, is temporarily unable to perform their regular assignment or is temporarily at heightened risk of increased disability, injury or error, but is capable of performing alternative, less physically demanding assignments within the Department.

### III. General

- A. Workplace injuries must be reported and treated in accordance with the County's Workers' Compensation Policy. Upon initial treatment of an injury, the physician provides documentation to the Department describing the employee's fitness for duty. The documentation should specify the employee's expected return date and any medical restrictions imposed by the injury/ illness which should be documented on the "Light Duty Job Description Form."
- B. The County may also seek a second medical opinion as to the "fitness for duty" of the employee and/or medical restrictions imposed; these expenses would be incurred by the County.
- C. The employee must notify their supervisor immediately of any absence or medical restrictions imposed by the examining panel physician. Upon learning of medical restrictions, the supervisor shall notify the Director who will assess whether the restrictions can be accommodated within the employee's regular position. Accommodation of medical restrictions within an employee's regular position is desirable when feasible.
- D. If the employee's restrictions cannot be accommodated within the employee's regular position, the Director will attempt to assign the employee in an alternative position within the Department.
- E. If a medical restriction cannot be accommodated within the Department, the Director may determine that the employee not return to duty until the restrictions have been decreased by a physician or may consult with Human Resources to locate a temporary assignment in another department.
- F. The employee shall notify the Director or his designee promptly of any change in status of their medical restrictions, as reported to them by their physician. Upon being medically released to full duty, light duty personnel will immediately notify the Director. The Director may extend the light duty status of an employee based on the number of hours worked during the pay period, or the pending completion of an assigned project in order to minimize overtime and/or to finalize a pending project.
- G. The employee shall notify the Director of scheduled medical appointments at least 48 hours in advance.
- H. The employee will be paid for missed work time incurred due to travel to and attendance of injury-related medical appointments. This includes regularly scheduled, approved therapy. The employee shall endeavor to schedule appointments at the beginning or end of the work shift to the extent feasible. When employees must leave work for a mid-day appointment, they are expected to return to work if time permits.

- I. The employee may be scheduled to work hours different from their regular hours when assigned to an alternate duty, based on the needs of the Department.
- J. Employees shall not be scheduled to work overtime while working under medical restrictions.
- K. At no time shall a Restricted Duty employee perform his/her job as in a regular capacity, while on Restricted Duty.