
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 404: Light Duty

A. General Provisions

1. An employee who has been off work due to an illness or injury may return to work on a temporary Light Duty basis under the following conditions:
 - a. A statement is presented from the attending physician concerning:
 - 1) The conditions and limitations placed on the duties the employee can perform (such as “no lifting of objects over 30 pounds”, etc.).
 - 2) An estimate of the length of time these limitations should continue.

The City may waive this requirement.
 - b. The availability of suitable work that is productive and of value to the City, preferably within the same Department.
 - c. Approval by the Department Director must be obtained. This may involve further medical examinations.
2. With the approval of the Department Director, an employee who has been off work due to an illness or injury may return to work on a part-time “phase-in” basis during which the employee works progressively more hours over a limited period of time.
3. The City is not required to provide Light Duty or part-time work for an ill or injured employee in all situations; however, Department Directors should consult with the Director of Human Resources or the Director’s designee, as noted in the following paragraph, when contemplating Light Duty assignments.

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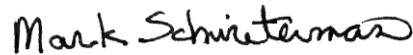
4. Supervisors should review Policy No. 401: Safety, Policy No. 610: Equal Employment Opportunity, Non-Discrimination, Prohibition Against Harassment and Compliance with the Employment Provisions of Title I of the Americans with Disabilities Act, and applicable bargaining agreements, in addition to consulting with the Director of Human Resources or his/her designee, when contemplating Light Duty assignments, or requests from employees for reasonable accommodations or other special assignments.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

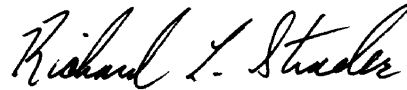


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources