



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Modified/Light Duty Work Program
Resolution No.	
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Approved By:	Ken Nordhoff, City Manager

MODIFIED/LIGHT DUTY WORK POLICY

PURPOSE:

The City of San Rafael has established a Modified Work/Light Duty Work Program to enable employees who are recovering from an industrial or non-industrial illness or injury, when medical approval has been granted, to work while they are temporarily limited from performing the essential duties of their regular positions. The Human Resources Department is responsible for overseeing the Modified Work Program.

This modified program is available to employees in positions who have been released by their treating physician to perform a Modified Work assignment. It covers non-industrial and industrial disabilities and illnesses, when modified assignments are available. Modified Work assignments are not always available, therefore modified duty is not guaranteed. If M.O.U. language regarding light duty shall be adhered to, this policy is a supplement to such language.

RESPONSIBILITIES:

Department Directors

1. Assist in the placement of injured employees either at their usual place of employment, or another area within the City (depending on MOU provisions).
2. Understand and accept the employee's salary and benefits will be paid by his or her regular department and at his/her regular rate of pay.

Supervisors

1. All employees who receive doctor notification that allow them to work modified duty are potential candidates for participation in a light duty program. The city will attempt to find appropriate work within the written limitations the doctor provides. If no work is available, light duty is not an option.
2. Assist in the placement of injured employees. Inform other supervisors of employee's knowledge, skills, and abilities.
3. Insure employees on modified duty work within the medical restrictions.

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Human Resources Department

1. Act as a liaison to the Workers' Compensation Claims Examiner, doctors, and supervisors to determine eligible candidates for the program.
2. Human Resources will serve as the central coordination point for the process, and will serve as the liaison between the:
 - Injured Employee
 - Treating Physician
 - Supervisor/Manager
 - Workers' Compensation Claims Examiner, if applicable
3. Human Resources will provide monitoring of individual cases, as well as the overall program development.
4. Maintain a copy of the employee's medical restrictions and communicate with the department to ensure the assignment is understood and will be administered within the medical restrictions.

REFERENCES:

1. Applicable Memorandum of Understanding
2. Workers' Compensation Policy

DEFINITION:

The term Light Duty/Modified Duty is an interchangeable term that is used when a temporary assignment is made to work in a capacity that is within the treating physician's written restrictions. It is work that is needed by the City and typically the modified duty requires less strenuous physical activity than an employee's regular position and is for a limited time and closely monitored by Human Resources, the employee's supervisor and the employee's treating physician.

POLICY:

The City provides employees the opportunity to work modified duty assignments while on doctor-mandated restrictions, when possible. Modified duty is for a limited period of time until the injured employee is able to return to full duty. Modified Duty is to be administered in accordance with applicable Memorandums of Understanding provisions and terminates when the employee is able to perform his/her regular job duties (or goes out on a disability retirement).

Modified/Light Duty Work Policy

PROCEDURES:

Employees injured or ill from either on-the-job (industrial) or off-the-job (non-industrial) causes may, at the City's sole discretion, be assigned to light, limited, or modified duty. Such assignments shall be temporary. Such light or limited duty assignment shall not affect the employee's job classification or retirement status (i.e. Safety vs. Non-Safety Retirement). Such light, limited, or modified duty shall terminate when the employee is physically able to perform all his/her normal work duties or when the City is no longer able to accommodate the modified/light duty assignment.

Employees will be placed into appropriate Light Duty assignments as quickly as feasible, based on availability of assignment and the employee's knowledge, skills, abilities and medical restrictions. Each Modified Duty assignment shall be reviewed every 60 calendar days by the employee's supervisor and Employee Benefits Analyst.

Employees are approved for the program if the following criteria are met:

1. Employees are released to a Modified Duty assignment by a treating Physician, Agreed Medical Examiner, Qualified Medical Examiner, or the City's Occupational Health Specialist. A medical clearance from the treating physician must include any and all physical and/or mental restriction, in relation to the employee's normal work duties.
2. A suitable position is identified and available within the medical restrictions, as described by the treating physicians.

APPROVED BY:



KEN NORDHOFF, City Manager

8-31-2009

Date