

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> <b>LIGHT/MODIFIED/RESTRICTED DUTY</b>
	<b>NUMBER:</b> <b>RSK 5.0</b>	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b>
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
		<b>A. Max Bacon, Mayor</b>	<b>Date</b>
			<b>City Administrator</b>

**PURPOSE:** To provide guidelines which allow employees to return to light, modified or restricted duty following an off-the-job or workers' compensation injury, personal illness, surgery, or other medical conditions.

## STATEMENT OF POLICY

The City of Smyrna will make every effort to provide suitable work for employees who have been released by a physician to perform light or restricted/limited duties following an off-the-job or workers' compensation injury, personal illness, surgery, or other medical conditions. Extreme restrictions may limit the employer's ability to provide suitable work.

The employee must provide Human Resources Director and the Department Head a copy of the written release PRIOR to returning to work. The release may be faxed, emailed or hand-delivered to the appropriate parties.

The Human Resources Director (or his/her designee) and Department Head will determine, based on the restrictions, whether suitable work is available and accommodations can be made. Such work may be outside the employee's normal department or location.

No department head may create a new or designate and utilize an existing position solely for the purpose of light duty or modified work without the expressed written consent of the Human Resources Director and City Administrator.

The employee will be notified by the Human Resources Director (or designee) as to whether he/she may return to work. Employees may not return to work until determination has been made.

If accommodations are available, the Human Resources Director (or designee) will provide the employee a written statement outlining approved job duties as well as restrictions while on light duty. It is the responsibility of the Department Head and supervisor to ensure the work assignments do not violate the work restrictions and limitations.

Violations of work restrictions while on light duty may subject the employee to disciplinary action as well as denial of continued workers' compensation.

Clothing and/or issued equipment while on modified/light duty will be determined by the Department Head.

Modified/light duty assignments are strictly temporary and normally should not exceed 60 days in duration for the same injury or condition (excluding worker's compensation cases.)

Employees on modified/light duty who are not on worker's compensation\*, and who are not released to full duty, may request, in writing to the Human Resources Director (and approved by Department Head), an extension for up to 30 additional days. Such request must include documentation supporting need for

extension. Additional extension requests will require written authorization by the City Administrator. If extension is denied, the employee may be placed on leave and required to utilize accrued leave until such time as released to full duty. \*Employees on worker's compensation may be extended without further request.

In the event accommodations cannot be made due to the restrictions, the employee may not return to work until such restrictions have been reduced, modified or eliminated.

Note: Sworn police personnel on modified/light duty for more than 180 days will be reported to POST and certification suspended until released to full duty.

Department Heads have the ultimate responsibility of notifying employees of this policy.