

113. LIGHT DUTY ASSIGNMENTS



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

It is the purpose of this Policy to establish guidelines and procedures regarding the Department's Light Duty Policy.

II. POLICY

It is the policy of this Department that an injured employee may be assigned to temporary light duty within the Richfield Police Department, when and where available, that allows the employees to work within verified medical restrictions. This Policy **shall** not be construed or interpreted to mean that any employee has a right to a light duty assignment. This Policy in no way affects the privileges of employees under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law. The City Manager reserves the sole right to determine when and if light duty assignments will be made.

III. PROCEDURE

Personnel temporarily unable to perform regular duties but not totally incapacitated, and capable of returning to work in some capacity, may be assigned to light duty positions. This assignment will be based on documented physical or mental limitations issued by a licensed physician and must specify the nature, degree, and duration of any work restrictions. This documentation is to be obtained from the physician at the initial visit when it is determined that the employee cannot perform his/her normal assigned duties. The employee is to forward the original physician's note directly to the Richfield HR Division and give a copy to their Section Lieutenant. The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of disability and work restrictions.

Before an employee may return to full duty, he/she must present "Return to Work" slip to the Richfield HR Division. This slip may be filled out by the employee's physician or a physician selected by the City.

Personnel capable of performing light duties may be reassigned during their recovery period and light duty assignment may require schedule changes, shift changes, and assignment changes. Officers on light duty may be assigned duties within their own Division. Each situation will be reviewed on its own merit. The City **shall** be under no obligation to create a specific modified/light duty assignment if one does not exist. There is no guarantee that a person will receive a light duty assignment.

TEMPORARY LIGHT DUTY ASSIGNMENTS

Temporary light duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:

- 1) Administrative functions
- 2) Clerical assignments
- 3) Desk assignments

4) Report taking

Decisions on temporary light duty assignments shall be made based upon the availability of an appropriate assignment given the employee's knowledge, skills and abilities; availability of light duty assignments, and the limitations imposed on the employee by the attending health care provider.

No specific position within the Department will be established for use as a light duty assignment, nor will any existing position be designated or utilized exclusively for personnel assigned to light duty.

Every effort shall be made to assign an employee to a light duty assignment consistent with his/her rank and pay classification. However, the employee may be assigned to duties designated for employees of lower rank or pay classification. When assigned to such duties, the employee shall:

- 1) Retain the privileges of his/her rank but will answer to the supervisory employee of the unit to which the employee is assigned with regard to work responsibilities and performance;
- 2) Retain the pay classification and related benefits of the position held prior to his/her assignment to temporary light duty.


Employees assigned to light duty will normally work Monday through Friday from 8:00 a.m. to 4:00 p.m. Exceptions must be approved by the Chief.

There shall be no restriction on, or denial of, pay raises, promotions or retirement benefits based on light duty status.

Light duty assignments are strictly temporary and normally should not exceed 90 days in duration. After 90 days, personnel on light duty who are not capable of returning to their original duty assignment may present a request for the extension of light duty, with supporting documentation, to the Chief. The extension of light duty assignments is at the sole discretion of the City Manager.

Refusal of a light duty assignment may result in the loss of workers compensation or short-term disability benefits. Worker's compensation rules will dictate in the case of workers compensation cases.

By Order Of:



Chief of Police