



POLICY AND PROCEDURES

NUMBER: 121

SUBJECT: Temporary Light Duty

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 7/04

REVISION DATE: 1/09, 9/11, 12/16,
12/18

I. POLICY

The St. Louis Department of Justice Services shall provide temporary light duty assignments, when available, to eligible employees who are unable to perform their regular assignments due to a temporary medical condition. The Department has no permanent light duty positions *and is not obligated to create a light duty assignment post or position.*]

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Eligible Employee: For the purpose of this policy, any full time employee of the Department suffering from illness, injury or disability requiring treatment of a licensed health care provider and who, because of injury, illness or disability, is temporarily unable to perform his/her regular assignments but is capable of performing alternative assignments is considered an eligible employee. The probationary period of an employee who utilizes light duty may be extended.

IV. PROCEDURE

A. Temporary light duty positions are limited in number and variety.

B. An eligible employee shall provide the Superintendent of Human Resources/Operations with a light duty authorization completed and signed by the attending physician that indicates the employee may return to work with noted limitations or restrictions for a specified period of time.

1. The certificate will include, but will not be limited to the following:

- a. An assessment of the nature and probable duration of the disability
- b. A prognosis for recovery
- c. A nature of work restriction
- d. An acknowledgment by the health-care provider of the familiarity with the light duty assignment and the fact that the employee can physically assume the duties involved.

2. When an employee submits the light duty authorization, his/her supervisor will meet with the employee and discuss the situation. The purpose of the meeting will be to determine what reasonable temporary light duty accommodations can be made for the employee.

3. If the medical work restrictions exceed days or require accommodations beyond the authority of the supervisor to authorize (e.g., reassignment to another post, change in work hours, etc.) the supervisor shall refer the medical certificate and all other documents to the Superintendent of, Fiscal/Human Resources. The Superintendent will inform the Director of the situation. The Superintendent of Human Resources/Operations will evaluate whether Family Medical Leave and/or engaging in the Americans with Disabilities Act (ADA) process with the employee is appropriate.

4. It may be necessary for the appropriate Superintendent, Unit Manager, Program Manager or designee to contact the authorized health care provider in order to clarify the information submitted by the health care provider and to assist in the

determination of what type of work activities the employee can or cannot perform.

5. If the Superintendent or designee has any questions about the work restrictions, he/she may have the health care provider complete the Medical Work Restriction Form (See Attachment 1) verifying the limitations. A copy of the job description and a signed Authorization to Release form by the employee will be enclosed with the letter.

C. Light duty assignments are strictly temporary and normally will not exceed six (6) months in duration for non-work related injury, illness or disability where there is reasonable expectation that the employee will return to full duty assignments.

1. The Department of Justice Services will attempt to provide a temporary light duty assignment for eligible employees, providing a light duty assignment exists meeting the identified work restrictions.

2. Temporary light duty assignments are intended for employees with temporary injuries, illnesses or disabilities and will be provided only if there is reasonable expectation that the employee can resume his/her regular duties within a designated time period of six (6) months.

3. All employees are required to notify his/her immediate supervisor/manager immediately upon receiving a health care provider's release to return to full duty.

4. After six (6) months, an employee on temporary light duty who is not capable of returning to his/her original duty assignment shall have the following options:

a. Present a request for an extension of temporary light duty with supporting medical documentation, with a projected date to return to full duty, to the Director of Justice Services/designee

b. Request a medical disability leave of absence

c. If the employee is qualified for another vacant position, the employee will be considered for that position

d. Employment would be terminated.

NOTE: If at a later date, the employee is physically able to return to his/her duties, the employee would be eligible for re-hire.

5. The employee or the department may initiate the interactive process pursuant to the Americans with Disabilities Act (ADA) at any time.

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