Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.04

2. SUBJECT: ***Light Duty -*** Light Duty may be available for employees who receive Disability leave supplemental pay for job related injuries or illnesses in accordance with RCW 41.04.520, or if the employee is injured off duty.

3. POLICY: It shall be the policy of the Board of Commissioners of Grant County Fire District 3 to allow employees who are unable to perform their regular duties due to temporary medical restrictions, but approved by their Physician to return to duty with limitations, to be considered for light job duties. It is the policy of Grant County Fire District 3 to provide a uniform method of recording and processing Policies and Procedures for all members.

4. SCOPE: This Policy and Procedure is applicable to all paid personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief may assign career personnel, who with Physician approval, are assigned to light duty, to restricted duties or on special assignments. In the event that the employee is the District Fire Chief, the Chair of the Board of Commissioners shall assume this responsibility.

   B. The employee shall report his or her medical condition to the District Fire Chief immediately. A statement from the employee's physician shall be submitted to the District Fire Chief stating the nature of the disability of the employee and the anticipated length of time before the employee can be returned to regular duty.

   C. The employee shall report his or her status to the District Fire Chief as it pertains to the temporary disability every two weeks, or until return to regular job duties. Prior to returning to regular job duties, the employee shall be required to provide a release from his or her physician.

6. PROCEDURE:

   A. Requests for light duty are not approved in all situations and will be evaluated on a case by case basis. In all cases, light duty status must be productive and in the best interest of the District and approval of the light duty status is in the District's discretion.

   B. If the District provides a light duty position that is approved in writing by the employee's Physician, the employee will be returned to duty to perform the light duty assignment.

C. All light duty will be limited in duration and will not exceed 4 weeks without review of the work assignment and health condition of the employee. After 4 weeks the District Fire Chief shall re-evaluate the position to determine if continuance will be at the best interest of the District.

D. After sustaining an injury or accident while on the job or off that requires limitations to perform duties, the employee shall notify his or her supervisor of the injury or accident. The departmental personal injury report, labor and industries report, physician report and any other required documents shall be completed by the employee.

E. The employee shall report to the District Fire Chief on his or her condition and shall immediately provide the report by his or her physician. Upon determination by the employee's physician that the employee may return to work with limitations, the employee shall forward the physician's report to the District Fire Chief for consideration by the District. Employees on light duty shall be required to release their medical information to the District if requested. Employees shall also be required to provide an updated report from their physician every two weeks. The report shall provide the following information; diagnosis, prognosis, curative treatment program, and specific restrictions.

F. The District Fire Chief shall meet with the employee (as soon as the physician has approved the employee for light duty) to discuss the duties and assignments that the employee may be able to perform. The employee shall have an opportunity to complete the "Employee Questionnaire" Appendix 05_01_04 - A (formerly Attachment "A") to assist with this process. The District Chief shall prepare an Individual Task and Performance Plan-Appendix 05_01_04 - B (formerly Attachment "B") and review and discuss it with the employee.

G. With the acceptance by the District Fire Chief, the Individual Task and Performance Plan shall be forward to the employee's physician for written approval. When approved, the employee shall contact the District Fire Chief to schedule the employee return date.

H. Once assigned, the employee shall meet with the District Fire Chief on a weekly basis to review the light duty work progress.

I. The employee would be expected to follow all doctors' restrictions on or off duty to meet the expected return to duty date.

J. This Policy does not affect any right the employee may have under the Americans with Disabilities Act.