

HR – SAFETY
Alternate Work Duty Program
440.01

PURPOSE

To provide an alternative work duty program for employees who are injured due to an on the job accident and cannot perform routine job tasks required under normal operational duties.

The Alternative Work Duty Program may be made available to employees injured on the job on a case-by-case basis subject to the approval of Human Resources. The Workers Compensation Alternate Work Duty Program may be activated up to a period of 90 days.

POLICY

There shall be a consistent and uniform process for a County employee's participation in the Alternative Work Duty Program.

PROCEDURE

Employees who are injured on the job and cannot perform the routine functions of their jobs may be allowed to participate in the Alternative Work Duty Program should circumstances be applicable to the policies of this program.

1. All requests shall be accompanied by a signed physician's statement that the employee is unable to perform the routine functions of their respective jobs.
2. If assigned Department is unable to accommodate restrictions, Human Resources may search for other available positions within the County taking into consideration the skills and capabilities of the eligible employee.
3. Human Resources submits alternate job duty description, provided by the Department, to the treating physician for approval.
4. Upon approval by the treating physician, Human Resources will mail the employee a certified letter to reinforce the restrictions specified by the physician in conjunction with the Alternate Work Duty Program. At no time will the employee be expected to perform a task that will exceed the treating physician's restrictions.
5. Supervisor and employee to discuss progress weekly or upon return of doctor's appointment.
6. Employee to provide Human Resources with Medical Authorization Form/physician's statement after each visit to their authorized treating physician. Physician statements shall be updated every thirty days unless another time frame is specified by the physician.
7. Supervisor will report any difficulties encountered including, but not limited to the inability of the employee to perform the job; the employee's non-cooperation in performing the assigned duties; or non-cooperation of co-workers.

8. Human Resources will review Medical Authorization of full duty release with employee - if the form is not returned, the employee will not be permitted to return to work.

9. Human Resources will advise assigned Department of employee's return to work date without restrictions.

Nothing within this program either through offer of or participation in shall constitute the creation of a new position or assignment.

Approved: 01/22/2009