

County of Gloucester
Human Resources Manual

CHAPTER:	5 - EMPLOYEE BENEFITS	ADOPTED: 3/7/06
SECTION:	7 - LIGHT DUTY	REVISED: 11/7/18

The County of Gloucester recognizes the need of employees who suffer an on-the-job injury or illness to return to work as soon as medically feasible. Therefore, the County offers temporary light-duty jobs only for occupationally-injured workers. This Light Duty program exists to provide eligible employees with the opportunity to perform a job within the scope of their medical restrictions. Light Duty assignments are for temporary periods only.

The County Authorized Treating Physician identifies the employee's restrictions in relation to the employee's capacity and ability to return to work. In turn, the Human Resources Department will determine how to best accommodate restrictions provided by the County Authorized Treating Physician. An employee working in the Light Duty program may be accommodated *temporarily* in any or all of the following manners:

- (1) Modification of employee's current position to meet all restrictions required by a County Authorized Treating Physician.
- (2) Change in the shift and/or hours that the employee works.
- (3) Placement in another position in the same department.
- (4) Placement in another department.

Any changes in restrictions may require a change in placement, hours, or shift to allow for the appropriate accommodations as specified under Terms of Participation (HR 5.7 Exhibit P "Light Duty Agreement"). The Safety Unit of County Administration is responsible for ensuring that the Light Duty Agreement is completed and signed prior to the employee returning to work in the Light Duty program.

Clarification of restrictions may be requested by the employee, the department employed, the department assigned, or by the County Authorized Treating Physician. The employee should continue working while restrictions are reviewed.

Employees will be paid their regular salary while performing Light Duty. Furthermore, employees on light duty will not be eligible for additional regular or overtime hours. Exceptions may be made on a case by case basis by the Director of Human Resources if an emergent situation arises and as long as the restrictions are upheld.

Employees participating in the Light Duty program will be held to the same standards of performance as any other employee.

The following factors apply should an employee refuse to participate in the Light Duty program:

1. An employee who refuses a Light Duty position may choose to seek medical leave. Please refer to HR 6.11 for the policies and procedures of Family and Medical Leaves of Absence.
2. If the employee is not eligible for FMLA Leave or has exhausted his/her entitlement, then refusal of a suitable Light Duty position may result in the employee's ineligibility for leave extensions resulting in termination of employment.
3. Worker's Compensation disability benefits may cease.

The County maintains no *permanent* Light Duty assignments or accommodations.

Employees not eligible to participate in the light duty program are those who incurred injuries or illnesses that were not a result of workplace conditions or if such injuries or illnesses are of a permanent nature.

The County of Gloucester reserves the rights to amend, modify, or terminate this program at any time with or without prior notice to employees.

Please refer to HR 8.2 titled "Injuries On-the-Job" for further information.