

SALT LAKE COUNTY POLICY AND PROCEDURE
RETURN TO WORK AFTER INJURY OR ILLNESS

REFERENCE

Americans with Disabilities Act of 1990
Human Resources Policy & Procedure:
 General Definitions
 Discipline
 Family and Medical Leave
 Reasonable Accommodations Guidelines
 Workers' Compensation

PURPOSE

To define the circumstances under which an injured or ill employee who can perform all or some of the essential functions of the position held with or without a reasonable accommodation may be authorized to return to work on light or restricted duty.

POLICY

It is the policy of Salt Lake County to attempt to provide continued employment for injured or ill employees who suffer from a disability of a temporary nature by providing light or restricted duty assignments.

DEFINITIONS

DISABILITY: For purposes of this policy, a physical or mental impairment that substantially limits an employee's ability to perform all or some of the essential functions of the position held.

PROCEDURE

1.0 An injured or ill employee who is unable to temporarily, perform all of the essential functions of the position held may be eligible for light or restricted duty dependant upon the position held and at the discretion of the Administrator.

- 2.0 Employees who suffer a temporary disability and are considered qualified individuals in that they can perform all or some of the essential functions of the position held with or without a reasonable accommodation may be allowed to return to work unless:
 - 2.1 allowing the employee to return to work would pose a significant threat of substantial harm to the employee or others that cannot be reduced through reasonable accommodation and,
 - 2.2 providing light duty would require significant difficulty or expense or an action too extensive or disruptive or one that would fundamentally alter the nature of business.
- 3.0 Employees who suffer from a permanent disability shall be treated in accordance with the provisions of Human Resources Policy & Procedure: Reasonable Accommodation Guidelines.
 - 3.1 If the disability occurred as a result of a work related injury, reference shall be made to Human Resources Policy & Procedure: Workers' Compensation.
- 4.0 Light or restricted duty requests must be submitted after the employee has obtained a medical release to return to work and before the employee's expected date of return to work.
- 5.0 The injured or ill employee may request light duty through the Administrator or immediate supervisor by submitting written notification from his or her attending physician as to the following:
 - 5.1 medical release to return to work on restricted or light duty,
 - 5.2 nature of injury or illness,
 - 5.3 physical or mental limitations,
 - 5.4 prognosis and,
 - 5.5 specific information as to whether the employee, once recovered, will be able to again perform all of the essential duties of the position held.
- 6.0 Administrators shall not contact the employee's attending

physician for added clarification unless a signed medical release has been submitted by the employee.

- 6.1 All employees are required to sign a medical release of information before an Administrator is able to contact the employee's physician with the exception of those employees currently on workers compensation.
 - 6.2 Employees who refuse to sign a medical release of information and thereby prevent the Administrator from obtaining the necessary medical information will not be allowed to return to work on light or restricted duty.
 - 6.3 In cases of work related injuries, the Administrator may require the employee to undergo a job related medical examination by a County physician.
- 7.0 Upon approving a request for light or restricted duty, Administrators shall provide the employee with written instructions detailing the restrictions on the employee's work related activities consistent with the medical documentation received.
- 8.0 Administrators have the option of providing an injured or ill employee other types of accommodations instead of or in addition to light or restricted duty. Reasonable accommodations may include:
- 8.1 restructuring jobs (elimination of non-essential tasks, reassignment of work among co-workers, designing non-traditional procedures for task accomplishment etc.).
 - 8.2 allowing part-time work or modifying work schedules,
 - 8.3 making facilities used by employees accessible to the disabled (removing architectural barriers),
 - 8.4 acquiring or modifying equipment or devices,
 - 8.5 providing readers or interpreters,
 - 8.6 reassigning or transferring an employee to a vacant position,
 - 8.7 adjusting or modifying examinations, training materials or policies, etc.
- 9.0 Light duty or restricted duty may be granted for a period of time not to exceed ninety (90) calendar days.

- 9.1 Employees who suffer of temporary, non-chronic impairments that do not last in excess of thirty days (30) and have little or no long term impact may not be eligible for light duty.
 - 9.2 Employees with permanent limitations or disabilities are not eligible for light or restricted duty.
 - 9.3 Any extension of light or restricted duty beyond the 90 days requires the approval of the Department or Elected Office Administrator. Such authorization shall be coordinated through the Human Resources Division and notification shall be sent to the EEO Manager.
- 10.0 An employee who is on light duty shall be required to maintain acceptable performance levels and shall be required to adhere to County policies and procedures.
- 10.1 An employee who is on light duty and whose performance is unsatisfactory may be disciplined according to Human Resources Policy & Procedure: Discipline.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008.