

<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.26</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: LIGHT DUTY ASSIGNMENT</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Light Duty Assignment General Policies and Procedures</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the policy and procedures involving light duty job assignments for employees of Rabun County the Sheriff's Office

POLICY

It shall be the policy of the County Sheriff's Office, whenever possible, to place employees on light-duty assignment when they can no longer perform their normally assigned essential job functions because of a temporary medical condition.

DEFINITIONS

ESSENTIAL JOB FUNCTIONS — are the basic duties that an employee is hired to perform. They are the fundamental (not marginal) duties of a particular job that are identified in the employee's job description.

LIGHT DUTY — a job assignment, given to an employee suffering from a temporary medical condition, which allows the employee to adhere to all therapeutic instructions given by their physician or other attending medical authority for

the patient's well-being or rehabilitation. The light duty period will normally not exceed 60 days, but may be extended for job related medical conditions if the circumstances so require.

TEMPORARY MEDICAL CONDITION — a medical situation that does not require the employee to take sick leave or otherwise be absent from work on a full-time basis, but does limit or prohibit the worker's ability to perform the essential job functions of their principal duty assignment. The medical condition can be caused by a job related or non-job related illness, injury, or activity, to include pregnancy.

I. GENERAL CONDITIONS

The assignment to light duty is not a matter of employee right. Job assignments will be based upon the needs of the organization, number of other employees assigned to light duty at a given time, and openings available. The final decision on whether an employee is assigned to light duty remains at the discretion of the Sheriff.

II. EMPLOYEE INITIATED REQUESTS FOR LIGHT DUTY ASSIGNMENT

A. All employee initiated requests for light duty shall be submitted in writing to their immediate supervisor. The request shall be based upon a medical evaluation and shall have attached a statement from a licensed physician that includes the following information:

1. An explanation of the nature of the medical condition;
2. The probable length of the condition;
3. The prognosis for recovery; and
4. The nature of any special job restrictions.

B. Supervisor Responsibilities

1. The initiating employee's supervisor shall review the request for light duty and make a recommendation for approval/disapproval up the chain of command to the employee's Division Commander.
2. The supervisor shall consider the current availability of, and need for, light duty assignments. If the supervisor determines that the request should be approved, but has no work available for the employee to perform in a light duty status, the supervisor should make an attempt to identify a job assignment and make prior coordination with the appropriate supervisor.

C. Division Commander Responsibilities

1. The employee's Division Commander shall review the request for light duty. The review shall insure that each request is based upon a certifiable medical condition that can be corrected within 60 days.
2. If appropriate, the Division Commander may request the employee obtain a second medical opinion, at the agency's expense, to verify the condition and the need for light duty. The Division Commander shall furnish the physician with a copy of the employee's assigned essential job functions and request that the doctor evaluates whether the employee's ability to perform them is limited or prohibited.

3. Following his/her review, the Division Commander shall approve or disapprove the request and provide written notification to the employee.
4. If the medical condition is job related and requires more than 60 days for rehabilitation, the Division Commander shall forward his/her recommendation to the Chief Deputy for further review and approval or disapproval.

III. AGENCY REQUESTED LIGHT DUTY

A. Supervisor Responsibilities

1. When a supervisor determines that an employee is no longer able to perform the assigned essential job functions due to a temporary medical condition, she/he will make a written request up the chain of command to the Division Commander, recommending that the employee be placed on light-duty.
2. The supervisor may immediately direct that an employee be placed on light-duty, pending a medical evaluation, when the supervisor reasonably believes the employee suffers from a medical condition that prevents the worker from performing the essential job functions of their principal duty assignment and there is insufficient time to comply with the normal request procedures.

B. Division Commander Responsibilities

1. Should the Division Commander feel that the light duty assignment is justified, she/he shall request that the employee receive a medical evaluation, at the agency's expense. The physician will be provided a copy of the employee's job description in order to determine whether the employee is or is not capable of performing the essential job functions. The physician shall be asked to provide the following information:
 - a. An explanation of the nature of the medical condition;
 - b. The probable length of the condition;
 - c. The prognosis for recovery; and
 - d. The nature of any special job restrictions.
2. Once it is determined that the light duty assignment is medically justified and approved by the Division Commander, the employee will be notified.

IV. GRIEVANCE PROCEDURES

Should an employee disagree with the decision of the Division Commander or Chief Deputy, she/he may initiate a grievance in accordance with the procedures in the Employee Grievance Policy and Procedures

V. LIGHT DUTY ASSIGNMENT REVIEW

All light duty assignments are temporary in nature and shall be reviewed at least monthly to determine if the assignment is appropriate and should be continued. Employees on light duty assignment may be required to submit updated medical documentation to justify their continued employment in a light duty status.

VI. EMPLOYEE PAY AND BENEFITS

Personnel placed on light duty shall continue to receive the same pay and benefits while on light duty as they would receive on regular duty. No benefits will be affected by the temporary status.

VII. RESTRICTIONS

A. Secondary Employment

1. No employee assigned to light duty status will continue any extra-duty employment that is related to the duties of their regular employment.
2. Off-duty employment will only be permitted if the work is consistent with the light duty status.
3. All secondary employment while in a light duty status must be pre-approved by the employee's Division Commander.

B. Uniforms

The wearing of the agency uniform while in a light duty status must be evaluated in light of the specific assignment of the employee. If the light duty is such that a uniform is not required or by wearing a uniform the public may expect the employee to perform the full range of law enforcement duties that the employee is medically unable to perform properly, appropriate civilian attire will be required.

C. Assigned Vehicles

Employees on light duty status for an extended period may have their vehicles taken away from personal assignment, depending upon the type of illness or injury, at the discretion of the Sheriff.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County