

Policy Manual

Light Duty Policy

City of Weiser, Idaho



Light Duty Policy

The City of Weiser is committed to fostering a safe and supportive work environment for all employees. By implementing a Light Duty Policy, the City is earnestly hoping to facilitate the prompt and safe return of employees to work following an injury or illness and to minimize the impact on both the individual abilities to do the job and the City operations. This policy reflects the City's dedication to employee well-being, compliance, and operational efficiency by providing modified assignments that accommodate medically necessary restrictions. In accordance and compliance with the Light Duty Policy the City is working to ensure that it meets its responsibility to the employee's hopeful return to full duty and also the needs of the City for the performance of the duties.

The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize this information as a part of their employment with the City of Weiser.

If there is an issue or an employee has a question, it should be addressed with their Supervisor, the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Policy Purpose

The purpose of this policy is to provide temporary, modified work assignments for employees who are unable to perform their regular job duties due to a work-related or non-work-related injury, illness, or medical condition. This policy is designed to promote a safe return to work while accommodating medical restrictions and ensuring the continuity of City operations.

II. Scope

This policy applies to all full-time and part-time employees of the City of Weiser. It covers both work-related and non-work-related injuries and illnesses that temporarily limit an employee's ability to perform their regular job duties.

III. Eligibility

Employees are eligible for Light Duty assignments if they meet the following criteria:

- A licensed healthcare provider has provided written documentation outlining the employee's medical restrictions and the anticipated duration of those restrictions.
- The employee's restrictions can be accommodated through a temporary, modified work assignment without compromising the safety of the employee, co-workers, or the public.
- A suitable Light Duty assignment is available within the City.

IV. Confidentiality

All medical information related to an employee's Light Duty assignment will be kept confidential and will only be shared with individuals who need to know the information in order to implement this policy.

V. Non-Discrimination

The City of Weiser is committed to providing equal employment opportunities and will not discriminate against employees based on their participation in the Light Duty program.

VI. Coordinate with The Industrial Commission in the State of Idaho

The Human Resources Representative/City Clerk will ensure that they coordinate the steps and decisions and information with the Industrial Commission. The purpose of the Industrial Commission in Idaho is to:

- Regulate workers' compensation activities in Idaho, including companies licensed to issue workers' compensation policies.
- Ensure that employers have workers' compensation coverage as required by law.
- Settle disputes between injured workers, employers, and insurers.
- Decide appeals for unemployment decisions from the Idaho Department of Labor.
- Assist injured workers by supporting their medical recovery while facilitating a timely return to employment and duties that are as close as possible to the worker's pre-injury status and wage.

VII. Inform ICRMP

The Human Resources Representative/City Clerk will also inform ICRMP of the requirement for the Light Duty procedures for the employee and inform them of changes in the status of the employee including the Light Duty assignment, duration of the assignment, restrictions, and return to work status.

VIII. Procedure for Initiating & Handling Light Duty

The Supervisor and Human Resources Representative/City Clerk should ensure that the following steps are achieved:

- A. Notification and Documentation by the Employee:** The employee must notify their Supervisor or the Human Resources Representative/City Clerk as soon as possible if they are unable to perform their regular job duties due to medical restrictions. The information and steps to follow are coordinated between the Supervisor and the Human Resources Representative/City Clerk.
- The employee must provide a medical certification from a licensed healthcare provider detailing the nature of the restrictions, the anticipated duration, and the types of activities the employee is permitted to perform.
- B. Notification of the Responsibilities by the Employee:** The employee who is requesting or assigned to Light Duty has a responsibility to notify their Supervisor and the Human Resources Representative/City Clerk of any medical restrictions and for providing the necessary documentation.
- C. Identifying Light Duty Assigned Tasks by the Supervisor:** Supervisors are responsible for working with the Human Resources Representative/City Clerk to identify appropriate Light Duty assignments and for monitoring the employee's progress.
1. The Human Resources Representative/City Clerk is responsible for coordinating the Light Duty process, ensuring compliance with this policy, and maintaining all related documentation.
 2. The Human Resources Representative/City Clerk will keep applicable outside agencies informed.

- D. Assessment of Light Duty Availability:** The Human Resources Representative/City Clerk, in coordination with the employee's Supervisor, will review the medical certification and determine if a suitable Light Duty assignment is available.
1. Light Duty assignments may be within the employee's current department or in a different department within the City, depending on availability and the employee's skills and ability to perform the job duties.
 2. If it is determined that the Light Duty request will cause a lack of safety or is not reasonable for the City's needs, the Human Resources Representative/City Clerk will contact ICRMP and the Industrial Commission.
 3. The information and determination not to accommodate a Light Duty request is never taken lightly. The decision may be due to a severe impact on the financial/budget of the City, to ensure safe working conditions for the employee (and all employees and the public), and also the impact on the limitations of the job duties.
- E. Assignment and Monitoring:** If a suitable Light Duty assignment is identified, the Human Resources Representative/City Clerk will provide the employee with a written description of the assignment, including duties, hours, duration, and any special conditions.
1. The employee and their Supervisor will regularly review the assignment to ensure compliance with medical restrictions and to assess the employee's progress.
 2. The duration of Light Duty assignments will be based on the employee's medical condition, with a maximum duration of 90 days, unless an extension is approved by the Human Resources Representative/City Clerk.
- F. Return to Regular Duty:** The employee must provide a medical clearance from a licensed healthcare provider before returning to their regular duties.
- If the employee is unable to return to regular duties after the Light Duty assignment period, the Human Resources Representative/City Clerk will review the situation and consider additional accommodation or other options, such as medical leave.
 - In the case that it is determined that the continuing of the Light Duty status is a hardship on the City, this decision should be coordinated with the Mayor, employee's Supervisor, the Industrial Commission, ICRMP and other agencies, e.g, Division of Unemployment with the Department of Labor.

IX. Conclusion

The City of Weiser is committed to accommodating employees through Light Duty assignments whenever possible. There may be circumstances where such accommodations are not feasible. In these cases, the City reserves the right to evaluate alternative options, including continued medical leave or other appropriate measures to ensure the safety and well-being of the employee and the integrity of City operations. The City will make every effort to balance the needs of the employee, workplace safety, and the operational requirements of the City.