

CITY PERSONNEL POLICY

LIMITED DUTY: RETURN TO WORK AFTER INJURY OR ILLNESS

Policy # 21-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

Policy

It is the policy of the City to allow, and the City may require, employees who are temporarily unable to perform their regular duties because of injury or illness (incurred on or off duty) to temporarily be assigned "limited duty" work consistent with their medical restrictions. Furthermore, it is the policy of the City to ensure that when employees return to work after such injury or illness that they are physically and mentally rehabilitated so that they can safely perform their regular job duties. Employees who are unable to perform their City job because of injury or illness should be aware of outside employment restrictions (See, City Personnel Policy: Outside Employment).

Procedure

If an employee is unable to perform his/her City job because of an injury or illness, such employee, and his/her supervisor, may informally arrange a limited duty work assignment, within the employee's medical restrictions, for the first 5 days following the employee's injury or illness.

If the employee has been away from work, or in an informal limited duty assignment for more than 5 consecutive working days, or cumulatively for more than 15 working days during the calendar year, this fact should be reported to the City Benefits Manager (x5306) who shall arrange for a limited duty work assignment. Generally speaking, an employee who has been released to limited duty from an illness or injury will be placed back in his/her division as long as the division has appropriate work that can be done within the medical restrictions. If the division does not have appropriate limited duty work, the Benefits Manager will attempt to place the employee within the employee's current department. If appropriate limited duty work within the department is not available, work assignments in other City departments will be considered.

If no appropriate limited duty work is identified, employees are expected to use the appropriate paid or unpaid leave.

At any time before returning to full duty following an injury or illness, an employee may be required to undergo a medical evaluation. This determination will be made on a case-by-case basis by the City Benefits Manager who shall consider the severity of the illness/injury, safety and injury aggravation issues, and other relevant circumstances. If such evaluation indicates that the employee is capable of returning to full duty, then such employee will be directed to return to his/her regular job. If such evaluation indicates that the employee cannot return to full duty, but is able to perform limited duty, the Benefits Manager will arrange for such limited duty as outlined above. Any charges incurred as a result of medical evaluations directed by the City will be paid for by the City and charged to the employee's division/department.

Failure to comply with this policy or failing to report for limited duty assignments may be grounds for disciplinary action, up to and including termination.

Limited duty work assignments are intended for employees who are temporarily unable to perform their regular job duties. If permanent medical restrictions are identified which prohibit an employee from returning to his/her regular job duties, the employee may request a reasonable accommodation to continue employment (See, City Personnel Policy: Reasonable Accommodations in Employment).