
Light Duty Assignments

1025.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, and current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1025.2 POLICY

Subject to operational considerations, the Urbana Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1025.2.1 DEFINITIONS

Light Duty - Means a temporary, limited term assignment not requiring performance of the full range of duties associated with the regular job classification. Light duty also may be termed as modified-duty assignments.

1025.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Urbana Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

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1025.3.1 LIGHT-DUTY SCHEDULES

The schedules of employees assigned to light duty for a duty injury must be jointly accepted by the department and the officer. If not the officer will work his regularly assigned hours. An agreement on the schedule shall be approved before each pay period begins.

The schedules of employees assigned to light duty for an off duty injury may be adjusted to suit medical appointments or Department needs at the discretion of the Division Commander.

On duty injury or illness: If the Department has no appropriate light duty activity for the employee that meets the physician's restrictions, the employee with a duty related injury or illness shall not be allowed to work and shall not have any time deducted from their sick or other leave balances.

Off duty injury or illness: If the Department has no appropriate light duty activity for the employee that meets the physician's restrictions, the employee with the non-duty related injury or illness will not be allowed to work and will be required to use sick leave or other allowable benefit time.

1025.4 PROCEDURE

Employees may request assignment to light duty by providing a signed statement from their health care provider describing their medical condition, their restrictions, limitations and expected duration to their Division Commander or his/her designee. The statement must also indicate if the employee requires any workplace accommodations, mobility aids or medical devices.

The Division Commander will determine what light duty assignments may be available based on the needs of the Department, limitations of the employee and suitability of the employee to work a particular assignment.

On-Duty vs. Off-Duty Injury or Illness

Employees who have been medically released for modified duty due to injuries or illnesses which have occurred on duty have priority over those whose injuries or illnesses occurred in an off duty status.

Employees injured off duty will be allowed to perform light duty assignments at the discretion of the Chief of Police.

1025.4.1 PERMANENT DISABILITIES

Employees who are considered by a physician to be permanently unable to perform the duties of their original job will not be allowed to work light duty.

1025.4.2 LIMITATIONS

Light duty assignments are a management prerogative and not an employee right. Light duty assignments shall be subject to continuous re-assessment dependent upon Department need and the employee's ability to perform in a light-duty capacity.

An injured employee may be offered a light duty position outside of his/her normal assignment or duties if it becomes available, but the employee shall be given the option to either accept the

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position or continue to draw on applicable sick leave, worker's compensation or disability accounts as applicable.

- (a) If an employee cannot adequately perform in a light duty assignment, such assignment may be modified or terminated.
- (b) The lack of Department need or a change in priorities may result in the employee's removal from or modification of a light duty assignment
- (c) The Department may place conditions as deemed appropriate upon any light duty assignment.

1025.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1025.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1025.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1025.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1025.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary light-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary light duty or long term medical leave of absence.

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1025.9 OUTSIDE WORK PROHIBITED

Employees on light duty status may not participate in any outside of Department endeavor, activity or employment which requires the employee to perform activities prohibited by the light duty restrictions.