

Campbell County Fire Department Policy

General/Administrative

Modified Duty



108.02

PURPOSE:

To establish a policy designed for the Fire Department to successfully maintain their employees in a productive/cost effective manner. Return to Work programs allows employees to continue working while recovering from an injury, illness or failure to pass a physical examination.

SCOPE:

This policy applies to all members of the Campbell County Fire Department (CCFD) organization.

DEFINITIONS:

“Modified Work” shall be defined as an employee’s regular work assignment which is temporarily modified by the Fire Department to meet the physical restrictions recommended by the employee’s doctor.

“Light Duty Work” shall be defined as a temporary work assignment different from the employee’s regular assignment, offered by the Fire Department which meets the temporary physical restrictions recommended by the employee’s doctor.

POLICY:

A. Responsibilities:

- a. It shall be the responsibility of the member to notify their supervisor immediately if an injury, illness or failure of a Physical Examination has occurred.
- b. It shall be the responsibility of the members to notify their supervisor of their ability to work modified duty with appropriate Doctor’s authorization of release for modified duty, limitations provided, and an anticipated date of return to unrestricted work.
- c. It is the responsibility of the Comptroller to identify an injured or ill member’s job requirements. The Comptroller will identify specific job tasks that the member can continue to perform. The Comptroller will also outline options through which the member may to continue to work within his/her pre-injury position including a recommendation to the Fire Chief.
- d. It shall be the responsibility of the Comptroller to establish a Modified Duty Plan that includes a return to work date, set hours in writing, and obtain employee’s signature and review job information with member, so that all parties understand the parameters of the Modified Duty Agreement.

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- e. It is the decision of the Fire Chief to approve or disapprove any Modified Duty Request.

B. Participation in Light duty:

- a. Light duty work must be on the agreement form supplied by the Fire Department, completed by the Comptroller, certified by the treating physician and signed by the employee.
- b. A Light Duty agreement may be scheduled for a period not to exceed thirty (30) days. Light duty agreements will not be changed without the consent and ample notification of all parties involved. Light Duty cannot exceed one (1) year cumulatively for any one injury. If Light Duty lasts longer than 90 days, an Independent Medical Evaluation (IME) may be conducted to determine if the employee has reached ascertainable loss.
- c. Should the available Modified Work Duties impede the recovery of the employee, the member's physician may remove authorization for the employee to work.
- d. The member may not work or be assigned to work other than those duties approved in the Light Duty Agreement.

C. Participation in Moderate duty:

- e. Moderate duty work must be specified on the agreement form supplied by the Fire Department, completed by the Comptroller, certified by the treating physician, and signed by the employee.
- f. A Moderate Duty agreement may be scheduled for a period not to exceed thirty (30) days. Member's Moderate Duty agreements will not be changed without consent and ample notification of all parties involved. Moderate duty cannot exceed one (1) year cumulatively for any one injury. If Moderate duty last longer than 90 days, an Independent Medical Evaluation (IME) may be appropriate to determine if employee has reached ascertainable loss.
- g. Should the available Modified Work Duties impede the recovery of the member, the physician may remove authorization for the member to work.
- h. The member may not work or be assigned to work other than those duties approved in the Moderate duty agreement.

D. Return to Work:

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- a. A complete doctor's release for work will be required prior to returning to full active duty status.
- b. If a member is a firefighter, he/she will be required to undergo the Firefighter Functional Test prior to returning to full active duty status.
 - i. After the member's Firefighter Functional test results are received by the Fire Chief, the employee will be authorized to resume his/her normal firefighting duties.

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