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POLICY MEMORANDUM 15-88

To: All Port Employees	Subject: Temporary Limited Duty Assignments for Port Employees
Effective Date: <i>DEC 10 1988</i>	Revision Date:
Approved By: <i>David B. Tydingco</i> DAVID B. TYDINGCO, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	
<p>I. <u>PURPOSE:</u></p> <p>To establish policies and procedures for the temporary assignment of employees who are temporarily physically incapable of performing their regularly assigned duties.</p> <p>II. <u>DISCUSSION:</u></p> <p>Employees are expected to perform the full range of duties set forth in their position or job description. Occasionally, due to injury or illness, an employee may be restricted from performing the full range of duties called for in his/her job or position description. In some instances, the restrictions are such that limited duty assignment is not possible. In other instances, the employee could perform productive work but not the full range of duties. When limited duty cannot be made available to the employee, absence may properly be charged to sick leave or, if a result of a traumatic job-related injury, to administrative leave (not to exceed thirty (30) working days).</p> <p>In view of the fact that the Authority must pay (directly or indirectly) the employee for time away from the job as a result of on-the-job or job-related injury, it is in the interest of the Authority to provide limited duty assignments to these employees whenever possible. Likewise, it may be in the Authority's interest to provide limited duty work to employees incapacitated for full performance of their assigned duties due to illness or injury that is not job-related.</p>	

### III. POLICY:

- A. When, as a result of job-related illness or injury, an employee is restricted from performing the full range of job duties, the Authority will attempt to place the employee in duties commensurate with his/her physical capabilities, pending recovery from the injury or illness. When the physical limitations of an employee incapacitated by a job-related injury or illness are such to preclude even light duty assignment within the Authority the employee will be granted administrative leave (not exceed thirty (30) working days), sick leave, annual leave or leave without pay as appropriate.
- B. When an employee is temporarily incapacitated for duty as a result of injuries or illness sustained off-the-job or other than as a result of their employment, the Authority will consider the employee for temporary light duty assignment when the assignment would contribute to orderly, efficient and economical accomplishment of the work. When no appropriate position vacancy or set of duties is available, the employee will be retained in an appropriate leave status.

### IV. PROCEDURE:

- A. Upon receipt of appropriate medical evidence of a physical impairment that would prevent an employee from temporarily carrying out the full range of assigned duties, supervisory officials may detail employees to a position or duties appropriate to their limitations and consistent with the policy specified in Section III. Details expected to last more than 14 days must be documented by the immediate supervisor and must have the approval of the General Manager. If no appropriate position or set of duties exists for which the employee is physically qualified, he/she will not be permitted to return to work until physically certified by a physician, as ready, willing and able to perform his/her regular assigned duties.
- B. If an employee appears to be experiencing difficulty in the performance of his/her duties as a result of some physical impairment, the supervisor shall request the Personnel Office to arrange for a fitness-for-duty examination for the employee.

- C. If the fitness for duty examination indicates that the employee is physically unfit for his/her normal duties but may reasonable amount of time, he/she may be assigned as indicated in Section III.A.
- D. If the medical diagnosis indicates that the employee's physical impairment will continue indefinitely, the matter should be referred to the Personnel Office for placement consideration, separation disability or disability retirement. Employees under consideration for one of these actions will be counseled concerning the implications of the various courses of action.
- E. Procedures for Medical Examination are outlined in Policy Memorandum 07-88 approved September 1, 1988.

V. ACTION:

- A. Supervisors will consider temporary assignments of employees to vacant positions for light duty purposes in accordance with the policy set forth in this instruction. If the supervisor does not have a position for light duty purposes, he/she will make a recommendation to the General Manager as to whether the employee should be assigned a leave status under administrative leave. The General Manager then decides, and if appropriate, approves administrative leave.
- B. The Personnel Office or Safety Office will provide guidance and assistance as required.