



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

RETURN TO WORK FROM JOB RELATED ILLNESS/INJURIES

PURPOSE: To establish a uniform guideline for handling the return to work process for Employees who have been injured while on duty.

STATEMENT OF POLICY: Employees who sustain work related injuries will be examined by the City of Flint's physician without cost to the employee to determine whether he/she is able to return to work for full light duty.

Light duty, when available, may be assigned by the Employee Health Clinic, to an employee who is not precluded by the nature of his/her health problem from performing light duty within an assigned department, as specified on light duty job descriptions.

The City of Flint shall make the sole determination as to the availability and assignments of light duty. Every effort will be made to find suitable work for Employees who become physically unable to perform the essential functions of their regular job because of a job-related injury or illness.

LIGHT DUTY PROCEDURE:

1. An employee who is classified by the City Physician for "Light Duty Only", may be assigned to the "Light Duty Pool" for a period not to exceed 60 days.
2. An employee who is unable to return to full duty without restrictions or with an approved accommodation request after 60 days will be placed on Workers' Compensation.
3. Said employee will remain on Workers' Compensation until he/she is able to return to full duty without restrictions or with an approved accommodation request.
4. Employees will be evaluated on an individual basis for vocational rehabilitation by the Employee Health Clinic.
5. Employees are required to comply with "Return to Work" rehabilitation efforts imposed by the City of Flint Employee Health Clinic including but not limited to :
 - A. Light Duty Assignments
 - B. Physical Therapy
 - C. Independent Medical Examinations

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- 6. Employees who are non-compliant with “Return to Work” rehabilitation efforts will be progressively disciplined.
- 7. The City of Flint will reserve a designated number of positions throughout the City for “Light Duty” assignments not to exceed **60 days**.

The City of Flint reserves the right to establish additional light duty positions.

- 8. Employees eligible for light duty assignments will be placed in a position, if available, on a first come, first serve basis.
- 9. Wages will be adjusted to reflect the wage rate for the light duty assignments. Employees may be eligible for a partial rate differential, which will be calculated by the Employee Health Clinic.
- 10. All employees placed on light duty will be initially placed in the “Light Duty Pool” for assignment by the Employee Health Clinic.
- 11. Employees may not refuse a “Light Duty” assignment. Employees have the option of utilizing their own sick or annual time if the need arises.
- 12. Employees assigned to the “Light Duty Pool” will report all absences such as sick leave, annual leave and the like to the Employee Health Clinic who will then notify the Employee’s permanent department and temporary department, pursuant to terms of the collective bargaining agreement as it relates to sick occasions or request for leave.

****The Light Duty Pool is not intended nor shall it be used to erode or supplant the regular work force. The City of Flint will refrain from use of such Employees on a regular basis to such an extent to eliminate the need for regular or seasonal Employees.**

ISSUED:

DATE:

DEPARTMENT:

APPROVAL:

RETURN TO WORK continued
LAST REVISED: