

Z. TEMPORARY ALTERNATIVE DUTY WORK PROGRAM

GENERAL POLICY

It is the policy of Scott County to assist the employee as they "transition" back to a full recovery from work related injuries, by providing a temporary alternative duty work program. If the employee has permanent restrictions which make them unable to perform the essential functions of their job, they are not a candidate for the temporary alternative duty work program.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the code of Iowa, federal law, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the code of Iowa will prevail.

ELIGIBILITY

Employees with verified work related injuries who have been released by the County's Occupational Health provider to work with restrictions will be placed in an alternative duty position.

To participate in the alternative duty program, the employee must cooperate with his/her treatment plan as defined by the County's Occupational Health provider.

QUALIFICATIONS

The County's Occupational Health provider will issue functional limitations/work restrictions based on medical causes confirmed in the course of medical evaluations. Functional limitations/medical restrictions must be updated no less than every two

weeks by the medical provider, or as requested by the Risk Manager.

Supervisors will be notified by the Risk Manager of any work restrictions/alternative duty requirements for specific employees. Individual departments are responsible for determining the business reasonableness of all issued work restrictions and alternative duty assignments. If there is a determination that there cannot be a reasonable accommodation of restrictions, the supervisor must consult the Risk Manager for direction.

TIMETABLE

Reasonable accommodations for alternative duty work assignments will be granted as defined by the County's Occupational Health provider. At any time during the process, the alternative duty assignment will cease when the physician releases the employee to return to work or a settlement is provided in the worker's compensation claim. In any event, once it is determined that the worker's compensation benefit is to cease, the alternative duty position will also cease.

WAGE & BENEFITS

Employees working alternative duty will be compensated at the same rate of pay as the position they held when they were injured. Eligible employee benefits will continue at the same rate they were prior to the work-related injury.

OVERTIME

All employees who have been assigned temporary alternative work duties will be ineligible for any overtime work.

REFUSAL OF WORK

If an employee refuses an alternative duty assignment that is within his/her work restrictions, the employee's temporary total disability compensation (if applicable) will cease and employment will be terminated.

RESPONSIBILITY OF EMPLOYEE

1. Employees assigned to an alternative duty assignment must maintain acceptable performance standards.
2. The employee is responsible for providing his/her immediate supervisor with any releases to return to work, with or without restrictions, within 24 hours of

receipt.

RESPONSIBILITY OF SUPERVISOR

1. Assign duties to the employee in accordance with restrictions specified by the County's Occupational Health provider.
2. Ensure the employee understands his/her job duties.
3. Monitor the employee's work performance.

LIGHT DUTY FOR NON-WORK RELATED ILLNESS OR INJURY

An employee may request a temporary light duty assignment for an injury or illness that is not work related. The assignment would be reviewed after 3 weeks and would be available to be extended for an additional 3 weeks. Priority for light duty assignments go to employees with injuries or illness that are covered by workers compensation. The Department Head has the discretion to provide a light duty assignment for injuries and illnesses not work related. The decision will take into consideration factors such as staffing needs of the department, the availability of light duty work, abilities of the employee to perform such duties and employee's work history. An employee is not eligible for a light duty assignment under this paragraph if the employee has any disciplinary actions within the preceding 12 months for attendance or sick leave abuse. The employee must obtain a work release for such assignment from the employee's personal physician. Such assignment will be within the restraints and restrictions imposed by the physician.

No assignment will be considered a permanent light duty assignment. In order for a union employee to be eligible for a temporary light duty assignment under this section a side letter must be on file stating the Union agrees that the denial of a light duty assignment for an injury or illness not work related cannot be grieved.