

ADMINISTRATIVE ORDER NO. 96-2
OF THE
JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy and procedure which aids the return of employees to work when they have been injured on the job even when employees receive medical restrictions from a doctor.

1. POLICY

It is the policy of the Jefferson County Commission to assist employees that have sustained job related illness, or injury, to return to meaningful and productive work as quickly as possible. This is accomplished through the establishment and administration of a light Duty Pool administered by Risk Management.

2. DEFINITIONS

Risk Management: The Risk Manager, staff, or written designee.

Doctor: The physician in charge of the employee's injury or sickness.

Supervisor: The Supervisor of the employee at time of the injury or illness.

3. PROCEDURE

EMPLOYEE RESPONSIBILITY

If return to work after receiving treatment for a job related injury or job related illness is imminent, the employee must bring a written statement from the Doctor to their Supervisor (or the Supervisor's work station in the Supervisor's absence) immediately after the Doctor appointment. Employees should read the Doctor's statement before leaving the Doctor to ensure that restrictions, if any, are clear and specific. Employees must provide statements from any follow-up Doctor visits to their Supervisor.

If the employees feel that they cannot work, even though the Doctor has returned them to work, they must request the use of sick pay, vacation pay, or leave without pay. Otherwise, any absence will be an absence without leave.

SUPERVISOR RESPONSIBILITIES

The Supervisor must follow the Doctor's instructions for the return to work date and work restrictions, if any, when the Risk Management Department refers an employee to a Doctor.

When employees are released to work by the Doctor and they feel they cannot work, the Supervisors may approve an employee sick leave with pay or vacation with pay if the employee has time accrued.

When the Doctor issues a return to work order with restrictions, the Supervisor must notify and send copies of the order to Risk Management. Until Risk Management can make a Light Duty Pool assignment, the Supervisor must find the employee a task that conforms to the Doctor's order.

RISK MANAGEMENT RESPONSIBILITIES

There are two major areas of responsibility:

- (1) Make assignments from the Light Duty Pool.
- (2) Manage the Light Duty Pool.

Requests for utilization of Light Duty Pool employees will be directed to Risk Management. As closely as possible, the skills and experience of an employee of the Light Duty Pool will be utilized to fill requests from the various departments to use employees in the Light Duty Pool. Risk Management will instruct the Light Duty employee or the location, hours of work, dress requirements, parking arrangements, and other details and rules as needed. Risk Management will match as closely as possible the skills and experience of an employee in placing light duty assignments. Risk Management will review each employee assigned to the Light Duty Pool no less frequently than every 30 days to determine continued eligibility.

Risk Management will perform payroll and personnel functions in accordance with Personnel Board Regulations. Risk Management will coordinate payroll reporting, Personnel Board evaluations, and all actions based on rule violations among the departments involved.

Risk Management will provide written notice to all employees and their Supervisors when employees are no longer qualified for a Light Duty Pool assignment and Risk Management will instruct the employees to report to their Supervisor for assignment.

Ordered at the Jefferson County Courthouse this 2nd day of July, 1996.



Mary M. Buckelew, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
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