



SECTION 1. Light Duty: If it has been certified by a licensed physician that an employee cannot perform the full duties of the position, or cannot perform such duties without serious impairment to his/her health, the employee may be assigned by his/her Department Head to other temporary light duties permitted by the employee's condition. Any assignment to light duty is subject to the availability of a light duty position. As soon as the employee's health permits, he or she shall present to the Department Head a statement from the physician that he or she may resume normal duties of the position. Since regulatory requirements of ADA, FMLA, Workers Compensation, and others may apply, the Department Head shall consult with the Human Resources Director regarding any requests for light duty assignments.

The light duty program is privilege, not a right, and prior to making a decision on whether or not to approve a light duty request from an employee, Department Heads should consider the following:

- A. What restrictions or conditions have been imposed by the physician?
- B. Does the employee possess the skills, knowledge and abilities to perform the light duty work?
- C. Is the work necessary and beneficial to the Town?
- D. The employee's overall past performance and contributions to the department and the Town.
- E. Availability of light duty work.
- F. The employee may be required to submit a signed waiver and/or release from the physician releasing him/her to work in the light duty position.

A Light Duty assignment, if approved, is considered a temporary assignment which shall be reviewed at least every 90-days by the Human Resources Director and Department Head to determine whether it remains consistent with the ADA, FMLA, Workers Compensation or any other applicable laws. Continued inability of the employee to perform the essential functions of their position may result in demotion, dismissal, or reassignment to an available position for which the employee is qualified and is able to perform the essential functions with or without reasonable accommodation.