

City of Saint Paul
Temporary Light Duty Assignment Policy
Date: March 3, 2010

The purpose of this policy is to establish guidelines for the temporary assignment of employees who are temporarily unable to perform one or more essential functions of their certified position due to a psychological or physical limitation. Such light duty assignments may include temporarily not performing one or more of the essential functions of the employee's certified position, or the temporary reassignment of the employee to other job duties.

Employees requesting a temporary light duty assignment should be referred to the City's Accommodation Policy at the following link:

<http://www.stpaul.gov/index.aspx?NID=3007>

The City may require medical documentation and/or require a medical examination conducted by a physician selected by the City to determine the employee's limitation(s) and suitability for a light duty assignment.

Light duty assignments are evaluated by the Department Director, or designee, and approved on a case-by-case basis. This policy does not guarantee temporary assignment to light duty. This policy applies to both on and off duty related injuries and illnesses. However, in assigning light duty work, those employees who have suffered an on-duty related injury will receive priority for any light duty work assignments.

It is at the discretion of the Department Director, or designee, whether or not to assign light duty work to an employee. Each request for a light duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of the City, the availability of assignments, and the nature of the work shall determine if an assignment will be made. Light duty may be denied if there is not a reasonable expectation of the employee returning to full regular duties. Light duty will not generally be approved beyond six (6) months. Employees requesting additional light duty beyond six (6) months will be subject to further review under the City's Accommodation Policy.

The City will not require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment. However, if an employee refuses such light duty work, he / she may lose their eligibility for wage replacement benefits.

The circumstances of each employee performing light duty work will be reviewed regularly. Any light duty work assignment may be changed or discontinued at any time.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651)266-6500