

PERSONNEL POLICY
Fauquier County, VA

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Policy Title:
Restrictive Work/Light Duty
(As related to Worker's
Compensation Injuries/Illnesses)

Section No. 34

Effective Date:
2-20-90
Supersedes Policy:
New

Purpose:

To minimize the County's losses and bring a productive employee who has been injured on-the-job back to work as soon as possible. The County will benefit directly by decreasing time-loss compensation to out of work employees. Thus, by paying an employee to do light duty, the County can immediately reduce the cost of that employee's time-loss by 50% or more.

Scope:

Occupational Health and Safety reports of surveys and studies have shown that both the County and the employee will benefit from a good return to work program. Employees who return to work while recuperating actually heal faster. Employees who return to the job site, even for shortened periods of time, i.e., four hours a day, have their work to think about, keep their activity level high, avoid depression and know how their income is coming (at least in part) from the fruits of their own labor.

Policy:

- I. If an injured employee is to be out of work for more than seven (7) days, steps should be taken to keep a positive bond between the employee and the County, and the County should make every effort to bring the employee back on light duty work, if possible.
- II. If an employee expresses a desire to return to light duty or if a supervisor has any information that the employee may be able to return to work and has not, and has not expressed a willingness to do so, he/she should contact the Personnel Department at once. The Personnel Department, if felt warranted, will request an investigation be made by the claims representative and/or rehabilitation nurse.
- III. If the investigation by the claims representative and/or rehabilitation nurse indicates that a return to light duty appears to be warranted, then the Director of Personnel shall submit to the attending physician a copy of the proposed light duty job description for approval. The employee shall not be permitted to perform light duty unless approved by the attending physician. Light duty may be a reduction in hours spent performing those duties typically associated with the employee's regular classification, or, the employee may be assigned

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- III. (Continued)
to a completely different job classification with no adjustment in salary or benefits during this time.
- IV. Light housekeeping, stock reorganization, inventory, operating the mail machine, filing, answering the telephone, typing, and other jobs of this sort can be accomplished by most light duty employees. If the employee is offered a job and the job is approved by the attending physician, that employee must accept light duty work.
- V. The employee who returns to light duty is monitored closely by a supervisor. The supervisor should take time to reinstruct the employee on safety procedures and good work practices.
- VI. Employees on light duty assignment can return to their regular duties upon receipt of a Report of Attending Physician signed by the employee's attending physician attesting to the employee's physical and mental fitness to resume regular duties. The Attending Physician's Report will be submitted to the Personnel Department before the employee resumes regular duties.