

EL DORADO COIJNTY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINE

**ARTICLE 2: ADMINISTRATIVE POLICIES
AND PROCEDURES**
SECTION 25: MODIFIED DUTY ASSIGNMENT

EFFECTIVE DATE:
REVISED: 02-20-2020

- 2.25.1 **PURPOSE:** To define the purpose of "modified duty" assignments with the emphasis on supporting the employee as he/she returns to duty, assuring accessibility of the employee to medical treatment and physical therapy during the modified duty assignment.
- 2.25.2 **DEFINITION:** Any District employee (career), returning to duty with a physician's release limiting the capacity in which the employee is capable of performing their duties. Employees released for duty assignments which are identified by the physician as "modified or with restrictions", per 4850 Code, no longer receive workers compensation benefits as long as the Fire District can accommodate the modified or with restriction(s).
- 2.25.3 MODIFIED DUTY ASSIGNMENTS
- 2.25.3.1 Modified duty assignments shall be determined on an "as needed basis."
- 2.25.3.2 Available projects needing assistance by the Training, Prevention, Special Projects and Division Chiefs shall be prioritized. Priorities can be readjusted dependent on situations affecting the urgency of completion of the project.
- 2.25.3.3 The modified duty assignment shall be supervised by the Operations Chief or the Division Chief in the assigned Division.
- 2.25.3.4 It is the responsibility of the Supervisor to make available to the modified duty employee, adequate training and available tools in order for assignment/project to be carried out.
- 2.25.4 LOCATION OF MODIFIED DUTY ASSIGNMENT
- 2.25.4.1 Will be determined by the Supervisor. All attempts shall be made to allow modified duty employee to work at his/her normally assigned station unless assignment prevents this from being possible.
- 2.25.5 WORK SCHEDULE FOR MODIFIED DUTY ASSIGNMENT
- 2.25.5.1 Shall be Monday through Friday, 0800 hours to 1630 hours. Twenty-four hour personnel while working forty hours shall continue receiving his/her regular pay based on the average of 56 hours per workweek. Vacation or sick leave will be charged 8.0 hours for each 8.0-hour day not worked.
- 2.25.6 PHYSICAL THERAPY /PHYSICIAN APPOINTMENTS
- 2.25.6.1 The District will make available time during the workday for an employee to be evaluated by his/her physician and/or to travel to, participate in and travel from physician-referred, physical therapy.

- 2.25.6.2 Work Related Injuries
Physician appointments and/or physical therapy which are necessitated due to the "work related injury" shall not be charged sick leave.
- 2.25.6.3 Non-work Related Injuries
Physician appointments and/or physical therapy which are necessitated due to a non-work related injury should be charged sick leave.
- 2.25.7 ACTIVITY RESTRICTIONS
- 2.25.7.1 Employee shall not engage in any physical activity that could aggravate an existing injury.
- 2.25.7.2 Employee shall not perform/participate in physical therapy exercises at any District facility while on modified duty assignment, except as directed by the physician.
- 2.25.8 REFUSAL OF MODIFIED DUTY ASSIGNMENT
- 2.25.8.1 In the event an employee refuses to return to Modified Duty, the employee shall be charged sick leave until such time he/she is returned to unrestricted duty. In the event sick leave is exhausted employee will be charged vacation.