

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 5-23
Revision No.:

Effective: 02/04/04
Review Date: 01/28/2004

Non-Work Related Injury/Illness Alternate Duty

OVERVIEW: This policy outlines Alachua County's desire to place employees in alternate duty assignments that are temporarily unable to perform their regular duties as a result of a non-work related illness or injury. The placement of employees in alternate duty assignments is at the discretion of the department director. However, the County is under no obligation to create positions in order to accommodate an employee's illness or injury.

SCOPE: This policy applies to all employees in permanent, budgeted positions of the Board of County Commissioners.

PROVISIONS:

1. This program is established to accommodate employees' non-work related illness/injuries by providing modified/alternate duty assignments whenever possible.
2. An employee that is temporarily unable to perform his/her regular job duties as the result of a non-work related illness or injury must provide to his/her supervisor a work status report that must include the specific restrictions placed on the employee and the length of time the restrictions are expected to last. The original work status report will be forwarded to the Risk Management Office.
3. Each department will evaluate the restrictions and communicate with the Human Resources and Risk Management Offices in determining if it is possible to place the employee in a modified/alternate assignment. An attempt to modify the employee's original position on a temporary basis may be made by the Department Director. If there are not reasonable modifications available to allow the employee to remain in his/her original position, an attempt to identify an alternate position may be made. An alternate assignment will be restricted to a position within the employee's current department.
4. If a modified/alternate assignment is available, the employee may work within the physician's restrictions in the modified/alternate assignment for up to 60 days. After the 60 day period of modified or alternate duty the employee must provide a work status report to his/her supervisor. A review of the accommodation will be conducted by the department director and a determination will be made as to whether or not the modified/alternate duty assignment will be extended or terminated.

5. If an employee is unable to perform satisfactorily in the modified/alternate assignment the modified/alternate accommodation will be discontinued. If the employee is unable to return to his/her full, regular job duties at that time, the employee may be placed on leave in accordance with Section Seven of these Policies, including Family/Medical Leave, if the employee is eligible.
6. All employees in modified or alternate duty will maintain their annual salary if they work a minimum 40 hour work week (pro-rated for part-time employees). Every attempt will made to arrange a 56 hour work week of modified/alternate duty for 56 hour employees.

County Manager

County Attorney