

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

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Alternate Duty (Light Duty)

OVERVIEW: This procedure 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 work-related injury as defined by Florida Statute 440.01 et seq. or injuries for which that statute does not apply.

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

Section 1- Workers Compensation Injuries

1. This program is established to accommodate employees' work-related illness/injuries by providing modified/alternate duty assignments whenever possible.
2. An employee that is temporarily unable to perform their regular job duties as the result of a work-related injury must provide to their supervisor a work status report (DWC-25) 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 (DWC-25) will be provided to Risk Management.
3. Each department will evaluate the restrictions and communicate with Risk Management to determine if it can accommodate 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 their original position, an attempt to identify an alternate position within the County may be made. If it is determined there are no positions available, the employee will be placed on Workers' Compensation Leave per the County's Employee Procedure Manual and the Florida Workers' Compensation Statute 440 will apply.
4. Employees in modified or alternate duty will maintain their annual rate of pay if they work their typical work schedule and a minimum of 40-hours. Those employees in the 24-hour division (Fire Rescue) will be reassigned to a 40-hour work week schedule while in a modified/alternate duty status. This will apply only as long as the restrictions remain temporary. (Holiday hours and office closure hours will defer to the terms of the CBA.)

5. Alternate duty status cannot exceed 6 months. Other applicable laws and regulations could apply after that time.
6. If an employee refuses to accept an alternate assignment within their restrictions, the employee will become ineligible for Workers Compensation indemnity and may be required to use accrued leave to cover time off.
7. If the work restrictions become permanent and the employee is unable to perform the essential elements of their job duties, every attempt will be made to transfer the employee to a new job position within the County which will accommodate their work restrictions. However, the County is under no obligation to create a job position in order to accommodate an employee or to continue a newly transferred employee at the employee's previous rate of pay.
8. Employees with work-related injuries/illnesses will be given preference over employees with non-work-related injuries/illnesses for available alternative positions.

Section 2- Non Work- related Injury and Illness

The placement of employees in alternate duty assignments for non work-related injury/illness 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.

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 their regular job duties as the result of a non work-related illness or injury must provide to their 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 provided 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 their 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 their supervisor. A review of the accommodation will be conducted by the Department Director and a determination will be made as to whether the

modified/alternate duty assignment will be extended or terminated. The duration of any alternate duty should not exceed 6 months.

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 their full, regular job duties at that time, the employee may be placed on leave in accordance with applicable Leave Procedures, including Family/Medical Leave, if the employee is eligible.

9. 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 be made to arrange a work week of modified/alternate duty for 24-hour employees within Fire Rescue, including reassignment to a 40-hour work week. (Holiday hours and office closure hours, etc. may be subject to the terms of the CBA.)