

*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.: 5-24  
Revision No.:

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## **Work Related Injury/Illness Alternate Duty**

**OVERVIEW:** This policy outlines Alachua County's desire to place employees in alternate duty assignments while temporarily unable to perform their regular duties as a result of a work related 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' 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 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 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 Policy 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 a minimum of a 40 hour work week. Every attempt will be made to arrange a 56 hour work week of modified/ alternate duty for 56 hour employees within the employees current department. This will apply only as long as the restrictions remain temporary.
5. If an employee refuses to accept an alternate assignment within his/her restrictions, the employee will become ineligible for Workers Compensation indemnity and may be required to use accrued leave to cover time off.
6. If the work restrictions become permanent and the employee is unable to perform the essential elements of his/her job duties, every attempt will be made to transfer the employee to a new job position within the County which will accommodate his/her 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.

7. Employees with work related injuries/illnesses will be given preference over employees with non-work related injuries/illnesses for available alternative positions.

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County Manager

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County Attorney