	Matthews Police Department		
	General Order: LIGHT DUTY	Section 02: Administrative Requirements	Order #: 02-17
	Review: Annually in October by the Administrative Division Commander	Issue Date: 10/01/2019	

.I. PURPOSE:

To inform employees of the Department's policy and procedure for employees placed on light duty status.

.II CROSS REF.:

Fair Labor Standards Act
Pregnancy Discrimination Act
Americans with Disabilities Act
Family Medical Leave Act

III. DISCUSSION:

IV. POLICY:

It is the policy of MPD to allow an employee who has been placed in a light duty status due to an injury or other temporary medical restriction, to work in a light duty capacity until such time the employee is cleared for regular duties by a medical doctor or expiration of any time limitations for light duty as outlined in this policy.

All light duty assignments are coordinated by the Town of Matthews Human Resources Department.

Should a Supervisor or Commander receive any documentation from an employee requesting light duty and/or cannot perform the essential functions of their job, that manager should refer the employee immediately to the Human Resources Division for further consideration.


V. DEFINITIONS:

- A. Light Duty: Employee, because of injury or other temporary medical restriction, has been certified as capable of performing certain types of light duty and has been assigned to a MPD unit with no loss of salary.
- B. Sensitive Items: All firearms, magazines, ammunition, Conducted Electrical Weapons (CEW), portable radios, collapsible baton, OC spray, Badge, ID and access cards, take home cars, keys and fuel cards or any other items as deemed by the MPD Chain of Command.

VI. ELIGIBILITY FOR LIGHT DUTY:

Employees who are injured on or off the job and who are cleared for light duty by a licensed physician may be assigned to light duty subject to the following conditions:

1. The employee is temporarily unable to perform the essential functions of their job.
2. A medical doctor, satisfactory to the Town, certifies the employee is unable to perform the essential functions of their job, and annotates the expected length of time to recover from the contributing condition; and certifies that there is no risk of contagion or infection to other employees.
3. Light duty will only be offered if there is a position available that meets the employee's restrictions. There is not a guarantee of division, shift, or duties. If


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MPD does not have a position available that meets the employee's restriction, the employee must use benefit time.

- a. MPD may accommodate up to 4 employees on Light Duty (one per division) and reserves the right to add additional if a need can be shown.
 - b. Other Town departments may benefit from a light duty employee and will be assigned at the discretion of the HR Director
4. All requests for light duty should be directed to the Town of Matthews Human Resources Department. After consultation with the Chief of Police or his designee the request will be evaluated based on established guidelines.

VII. LIGHT DUTY GUIDELINES:

1. Each employee will be evaluated on a case by case basis based on medical information to determine the length of time on light duty and accommodation will be at the discretion of the Chief of Police and the Human Resources designee.
2. An employee will be required to provide Human Resources with all statements, from a medical doctor satisfactory to the Town, regarding the employee's ability to perform the full range of his or her duties. At the conclusion of authorized light duty, the employee must either return to full duty or utilize other forms of leave.
3. Sworn employees that are anticipated to be on light duty/workers' compensation for a period exceeding 30 calendar days are required to turn in their MPD issued firearm, related components and other sensitive items designated by the employee's Chain of Command while on light duty status. Any exceptions to this requirement must be approved by the Chief of Police or designee.
4. Should the restrictions placed on the employee by his/her physician include the inability to carry or use a firearm with the officer's strong hand, the employee's first line supervisor is responsible for ensuring all sensitive items are collected and stored within 48 hours. SRT firearms will be stored with the SRT Commander.
5. Employees under this section are prohibited from engaging in police related secondary employment.
6. Acceptance of non-worker's compensation light duty will be voluntary on the part of the employee involved. Available leave may be used if the employee so desires, subject to Town and Department regulations.
7. All requests for light duty assignments will be forwarded to the Human Resources Department. An employee will not be assigned to light duty until written approval has been received from the employee's personal physician. The final decision will be made by the Human Resources Department.
8. All light duty assignments will be coordinated by the Human Resources Department in consultation with the employee's Chain of Command. The light duty assignment will take into consideration the needs of the organization and not solely the division where the employee is assigned.
 - a. Human Resources will notify the employee's Chain of Command and the Chief of Police in writing that the employee has been placed on light duty

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by the employee's physician or Town approved physician. The notification should include the restrictions of the employee (when possible) and any guidance on restricted activities.

- b. The division commander will cause a personnel order to be published outlining the employees light duty work hours and days of work, as well as the division they will be assigned.
9. While on light duty, employees will wear civilian, business casual clothing which is professional in appearance, or the department approved training uniform, and adhere to the Uniform and Personal Appearance Policy.

VIII. RETURN FROM LIGHT DUTY:

1. Return from Work Related Injury (subject to workers' compensation) Light Duty:
An employee on work related injury light duty will not return to regular duty without first receiving written clearance from the Town's designated physician. Upon receiving clearance, the employee must notify the Human Resources Department and provide a copy of the written clearance.
2. Return from (not subject to workers' compensation) Light Duty
An employee on non-work related injury light duty will not return to regular duty without first receiving written clearance from their treating physician and acceptance of that order, in writing, by the HR Director. Upon receiving written authorization from the physician, the employee must notify the Human Resources Department and provide a copy of the written clearance.
3. Employees will adhere to the following when returning from either type of light duty:
 - a. Human Resources will notify the employee's Chain of Command and the Chief of Police in writing that the employee has been released by the physician to return to full duty status.
 - b. Employees returning from light duty are required to complete all missed state mandated training before returning to full duty.
 - c. Supervisors will not allow an employee to return to regular duty until the employee has been released by the Human Resources Department