

**CCEMS
ADMINISTRATIVE POLICY 300-22
LIGHT DUTY WORK SCHEDULE**

I. PURPOSE

- 1.1 To define light duty, or transitional work when employees sustain a work related injury and are unable to perform their normal job duties 100%.
- 1.2 To establish a baseline work schedule for employees that are assigned light duty and/or transitional work by CCEMS.
- 1.3 Returning to work in a light duty or transitional work capacity often speeds recovery for a sick or injured employee. Employees who sustain work related injuries are encouraged to return to work as soon as possible.


II. POLICY

- 2.1 For the purpose of this policy a work related injury will be defined as any CCEMS employee who suffers an injury sustained in the course of and arising out of employment as determined by the Bureau of Workers' Compensation.
- 2.2 Employees should advise the medical professional who is treating them that CCEMS has a light duty/transitional work program and should ask to be allowed to return to work in a light duty or transitional work capacity as soon as their condition safely allows them to return.
 - 2.2.1 CCEMS employees, who have sustained an illness or injury that is recognized by the Bureau of Workers' Compensation, will be eligible for light duty or transitional work assignments.
 - 2.2.2 CCEMS will only offer light duty and/or transitional work assignments if available. CCEMS is not obligated to offer light duty or transitional work assignments to its employees.
- 2.4 CCEMS employees, who are defined by Coshocton County rules as "Full-Time" and are placed into light duty or transitional work positions, will receive their regular "Full-Time" wages.
- 2.5 CCEMS employees, who are defined by Coshocton County rules as "Part-Time" and are placed into light duty or transitional work positions, are not guaranteed hours. However, every effort will be made to ensure that they will receive approximately the same amount of light duty or transition work hours as they were working at the time of their work related illness or injury.
- 2.6 When a CCEMS employee with work restrictions is placed on light duty or into a transitional work schedule, their hours of work will generally be Monday through Friday from 8:00 am to 4:00 pm.

- 2.6.1 Full-Time employees who regularly work a 48 hour scheduled work week will be scheduled to work all 5 days, Monday through Friday, if their restrictions allow and light duty and/or transitional work is available.
 - 2.6.2 Full-Time employees who regularly work a 36 hour scheduled work week will be scheduled to work 36 hours during this period, if their restrictions allow and light duty and/or transitional work is available.
 - 2.6.3 Part-Time employees will be scheduled as many hours during this period as needed by CCEMS if their restrictions allow and light duty and/or transitional work is available.
 - 2.6.4 All employees performing light duty or transitional work functions will be allowed to leave work for scheduled medical appointments and treatments during this time as needed.
- 2.7 While working in a light duty or transitional work capacity, employees will generally not function in their normal clinical capacity. General base duties and other assignments will be given and within the scope of their work restrictions. CCEMS will work with the employee, as well as, his/her physician, to assign light duty and/or transitional work within the employee's assigned restrictions.

Director  5-27-09

Effective Date: 5/27/09

Reviewed: Jr. 52, page 350

Administrator/Clerk