

**Resolution 2022-043**  
**Approve Township Light Duty Policy for Staff**

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:00 p.m. on Thursday, March 24, 2022, and the following resolution was adopted:

Leezer made a motion for the adoption of the following resolution:

***BE IT RESOLVED*** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approved to implement and uphold a Light Duty Policy for all employees of Franklin Township as outlined in Exhibit A.

*Horn seconded the motion; the roll was called for the adoption of the resolution and the vote was as follows:*

**Leezer:** X YES/  NO

**Horn:** X YES/  NO

**Fleshman:** X YES/  NO

**Adopted on: March 24, 2022**

\_\_\_\_\_  
Jim Leezer, 2022 Chairman

\_\_\_\_\_  
Ralph Horn, 2022 Vice-Chair

\_\_\_\_\_  
John Fleshman, Trustee

*Attested to on this 24<sup>th</sup> day of March, 2022:*

\_\_\_\_\_  
Fiscal Officer Nick Dunn/  
Assistant Fiscal Officer, Robyn Watkins

# Franklin Township

## Temporary Light Duty Policy

It is the purpose of this policy to establish the authority for temporary light-duty assignments and procedures for granting temporary light duty to eligible Employees within this Township.

### 1. POLICY

Temporary light-duty assignments, when available, are for officers and other eligible personnel in this Township who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing, as well as provide a work option for employees who may otherwise risk the health and safety of themselves or others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Township that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments where available and consistent with this policy.

### 1.1. PROCEDURES

#### General Provisions

1. Temporary light-duty positions are limited in number and variety. Therefore,
  - a. Employees injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty; and
  - b. assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee or the Township.
2. This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.

3. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits such as bonus pay for special assignments,
4. No specific position within this Township shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.
5. Light-duty assignments are strictly temporary and normally should not exceed three months in duration. After three months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall
  - a. present a request for extension of temporary light duty, with supporting documentation, Medco 14 Form, obtained from the employee's physician or certified healthcare provider to the Department Head, Township Administrator, or Designee
  - b. pursue other options as provided by employment provisions of this township or federal or state law.
6. Employees on temporary light duty are prohibited from engaging in outside employment. in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of this township and that form the basis for their temporary light-duty assignment.
7. Depending upon the nature and extent of the disability, an employee on

temporary light duty may be prohibited or restricted from wearing the departmental uniform, carrying the service weapon or otherwise limited in employing police powers as determined by the Chief of Police.

8. Light-duty assignments shall not be made for disciplinary purposes.
9. Employees may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health-care provider, although employees may protest such assignments through established grievance procedures as directed by their union policy, department head, or the Township Administrator.

#### B. Temporary Light-Duty Assignments

1. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
  - a. administrative functions (e.g. report review, special projects),
  - b. clerical functions (e.g. filing),
  - c. desk assignments (e.g. booking officer, bookkeeping),
  - d. report taking (e.g. telephone reporting unit), or
  - e. communications (e.g. complaint taker).
2. The Township Administrator shall maintain an inventory of available job assignments that may be used for temporary light duty.
3. Decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of light-duty assignments; and the physical limitations imposed on the officer.
4. Employees may be assigned outside of their department based on department needs and with concurrence from the employee's direct supervisor or Township Administrator.

5. Every effort shall be made to assign employees to positions consistent with their rank and pay classification. However, where deemed appropriate, personnel may be assigned to

positions, or other Departments designated for personnel of lower rank or pay classification.

- a. Employees shall retain the privileges of their rank but shall answer to the supervisory officer of the department to which they are assigned with regard to work responsibilities and performance; and
- b. retain the pay classification and related benefits of the position held prior to their assignment to temporary light duty.

#### C. Requests for and Assignment to Temporary Light Duty

1. Requests for temporary light-duty assignments can be submitted to the employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgment by the health-care provider of familiarity with the light-duty assignment and the fact that the employee can physically assume the duties involved. Utilize the Medco-14 Form from your physician or certified health provider
2. The request for temporary light duty and the physician's statement shall be forwarded to this Township's Administrator, who shall make a recommendation regarding the

assignment to the appropriate department head.

required to submit to monthly physical assessments of their condition as specified by the Township.

- 3. As a condition of continued assignment to temporary light duty, officers shall be

## Return To Work Offer

Duties within Employee's Abilities and Medical Restrictions

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Dear

Franklin Township is able to temporarily accommodate your physical restrictions by modifying your regular job of \_\_\_\_\_ Your health care provider has approved you to return to modified duties, as outlined in the attached medical report, dated \_\_\_\_\_ The work hours are from \_\_\_\_\_

[a.m./p.m.] to

\_\_\_\_\_ [a.m./p.m.], \_\_\_\_\_ through \_\_\_\_\_ You will be paid your regular wage of \_\_\_\_\_ We have temporary modifications of duty, which follows the medical restrictions given by your doctor.

\*Refer to the temporal" light duty policy Section (IN-B) to see list of possible Job Dutiesask

These work duties are offered to you as of \_\_\_\_\_ and will be re-evaluated on \_\_\_\_\_ if you have not been released to full duty.

Please Initial

\_\_\_ I have read the "Temporary Light Duty Policy" provided to you with this letter.

\_\_\_ I will comply with restrictions as prescribed by my treating physician. \_\_\_ I understand this agreement and I accept this work

No, I understand this agreement and I do not accept the return to work with temporary modifications of duties.

\*Please note that re salo this retur w rko r a •m a \_\_\_\_\_ u Injury Leave entitlement and/or workers' compensation benefits.

\_\_\_\_\_

Employee's Signature

Date

Witness' Signature

Date

Dear

We have modified your job duties to ensure compliance with your doctor's orders. Your health and safety are of utmost importance to us. Therefore, we ask that you exercise caution when you return to work and that under no circumstances do you perform a job duty that requires you to perform a restricted motion as per your physician's letter.

In the letter provided to us on \_\_\_\_\_ from your treating physician, your treating physician, has listed the following work restrictions:

[Please see attached physician's report]

It is important that you do not attempt to perform any of these activities upon your return to work. If a job duty needs to be performed that involves one of these restricted activities, you are required to delegate the job duty to another employee. Until you are further along in your recovery and these restrictions are lifted, under no circumstances are you to disregard these restrictions while performing work for Franklin Township.

Again, we are glad that you are back!

Sincerely,