

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 15 REFERENCING ARTICLE 17 OF THE HUMAN RESOURCES MANUAL
AMENDED 7-10-2012, 5-28-2019

A RULE PERTAINING TO **TEMPORARY TRANSITIONAL DUTY**

Section 1. Purpose

To establish policy and procedures for the administration of temporary transitional duty assignments for full-time employees who have been injured or made ill while working for the City of Branson.

Section 2. Policy

Temporary transitional duty assignments are intended to help an employee get back to work as soon as he or she is able, following a work-related injury or illness, to perform work that is meaningful and without aggravating the injury or illness. Returning to work as soon as physically able helps reduce the angst of being off work, it helps in the healing process by keeping the employee physically and mentally active, and it keeps the employee connected to his or her co-workers. Therefore, the City will arrange temporary transitional duty assignments whenever possible for work-related ill or injured employees. All efforts will be made to place an employee within his or her respective department. If the employee's department is unable to accommodate his or her prescribed medical restrictions, efforts will be made to temporarily place the injured or ill employee in another position that may be outside the his or her normal work duties, and may also include work donated to local charitable organizations.

- A. All positions and job duties designated by the City to be in the City's transitional duty program are temporary in nature, and may be changed or terminated at any time at the City's discretion. Also, such positions are not necessarily accommodations required by the Americans with Disabilities Act.
- B. An employee who refuses to return to a transitional duty position under this section will jeopardize his or her ability to collect workers' compensation payments during the period of such refused return to the offered transitional duty position.
- C. Temporary assignment to transitional duty positions will cease immediately when the employee is authorized by the workers' compensation treating medical provider to returned to full duty with no restrictions.
- D. Since transitional duty assignments are temporary, the medical provider treating the employee will update the status of the employee periodically to the Temporary

Transitional Assignments Coordinator, and such status will be communicated as to when, or if ever, the employee can return to his or her original position.

- E. Performance evaluations shall be suspended while the employee is on a transitional duty assignment. He or she will be evaluated 90 days after returning to regular duty. However, employees may still be subject to disciplinary action while on transitional duty.
- F. Employees who are ordered off work by a medical provider because of work-related illness, injury or disability, are prohibited from engaging in outside employment.
- G. Transitional duty assignments shall not be made for disciplinary purposes.
- H. This policy does not apply to or affect any privileges employees otherwise may have under the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.

Section 3. Temporary Transitional Assignments Coordinator

Human Resources shall be responsible for coordinating temporary transitional duty, and for developing and maintaining the program. The Temporary Transitional Assignments Coordinator will maintain communication with the injured or ill employee, the employee's supervisor and medical provider. The Risk Manager will act as the primary Temporary Transitional Assignments Coordinator.

The Temporary Transitional Assignments Coordinator will:

- A. Maintain the temporary transitional assignment program with its related records and forms.
- B. Receive work reports following the treatment of work-related injured or ill employees.
- C. Ensure Worker's Compensation claims are established for the work-related injured employee.
- D. Provide the medical provider information on the physical requirements of the employee's position.
- E. Coordinate with injured or ill employee, the employee's supervisor, and department to establish light duty assignments as needed.

Section 4. Responsibilities

A. Supervisors

Supervisors are responsible for assuring that:

1. Work-related injured or ill employees receive prompt medical attention.
2. They follow City protocols in reporting and treatment of work-related injuries and illnesses.
3. They maintain contact with the injured or ill employee regularly.
4. Coordinate with the Temporary Transitional Assignments Coordinator in providing an employee's light duty assignments whether in their own department or another location.
5. Anyone returning to work does their job (or alternate job) within limitations established by the medical provider.

B. Employees

All employees are responsible to report all work-related illnesses or injuries immediately to their supervisors. Those who become ill or injured because of their work must:

1. Plan on, and make every effort to, return to work following treatment unless otherwise ordered by the medical provider.
2. Follow all City protocols for safety and health.
3. Follow the medical provider's directives, and never work beyond medical restrictions at work or off duty.
4. Ensure attendance at all prescribed scheduled appointments related to their work-related injuries. Any cancellation by the employee of a scheduled appointment must be communicated to the Temporary Transitional Assignments Coordinator in advance of the cancellation.
5. Communicate regularly with their supervisors and Temporary Transitional Assignments Coordinator regarding progress, absences, and any issues or concerns so they can be addressed quickly.

Adopted January 1, 2010

The above Administrative Rule is hereby established and adopted in accordance with the Human Resources Manual of the City of Branson, Missouri.

Stanley E. Dobbins, City Administrator

Date