

Transitional Work Policy
of the
Town of Greenfield, Massachusetts

HUMAN RESOURCES DEPARTMENT POLICY

December 22, 2008

NUMBER

Transitional Work Policy of Town of Greenfield

I. Policy

The Town of Greenfield may offer transitional work (also referred to as alternate duty, modified, or light duty) to injured employees who are temporarily unable to perform their regular job duties, but who are likely to return to work in a reasonable amount of time.

II. Purpose

The Town is concerned about the well being of its employees and desires to assist them, when able, to return to work as soon as possible when there is little probability of re-injury to themselves and they pose no direct threat to others. The Transitional Work Policy is intended for those employees recovering from a medically documented illness or injury sustained on or off the job. If such illness or injury precludes an employee from performing the essential functions of her/his position, the Town will make an effort to provide work assignments consistent with the individual's capabilities during the recuperation period, prior to returning to full duty status.

The temporary transitional work duty program provides temporary work, within medical restrictions, for employees when the medical prognosis indicates that the employee is expected to return to full duty following a course of medical treatment. Such duty will be consistent with the employee's abilities and may be provided as soon as medically feasible.

III. Parameters

The following parameters are inherent in this policy:

1. The employee must have a physician's release specifying the types of transitional duties the employee is able to perform. The town's forms to be used to determine capabilities are attached hereto.
2. The Town will attempt to find meaningful transitional work for the employee to perform during the recuperation period. The transitional work will be tailored to the employee's skills and abilities, and must be such that the Town will derive benefit. If no such work is available, the

all leave time is exhausted, s/he may request medical leave without pay. The employee may be required to check in on a regular basis with her/his supervisor to determine if transitional work is available.

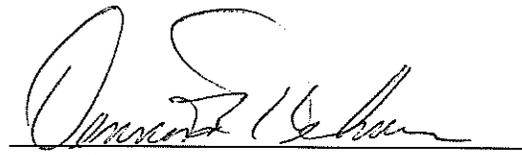
3. For injuries incurred off the job, transitional work will normally be for a maximum of 30 calendar days, if available. If it is desirable to extend the transitional work assignment, it may be extended with the written approval of the supervisor, physician and Human Resources Director or designee. On the job, the Insurer's Risk Manager will monitor injuries and available work on a case-by-case basis.
4. An employee is required to notify her/his supervisor immediately upon receiving a physician's release to return to full duty without restrictions on the prescribed form, to be obtained from the HR department.
5. Employees in transitional work positions should be coded on the payroll sheets as either TF (Transitional Duty – Off-the-Job Injury) or TN (Transitional Duty – On-the-Job Injury).
6. This policy is by no means intended to deny any employee's right to Family Medical Leave, if eligible. If any employee with proper medical certification requests Family Medical Leave, it must be granted. The town may designate such leave FMLA if the employee is eligible and no transitional work is available.
7. Transitional work is intended for employees with temporary injuries, and will be provided only if there is a reasonable expectation that the employee can resume her/his regular duties within a reasonably designated time. It is not intended to be used as reasonable accommodation under the ADA.

Dated:

12/22/2008

Approved:


Christine Forgey
Mayor


Dennis Helmus
Director of Human Resources