

	<b>ADMINISTRATIVE ORDER</b>	Approved By:	No. 3
		City Manager	Effective Date: 10/24/00
<b>Subject: CONVALESCENT DUTY WORK ASSIGNMENT POLICY</b>			

## **POLICY**

It is the policy of the City of Highland Park that temporary, convalescent-duty work may be assigned, as available, to any City employee who is unable to perform the essential functions of his or her regular, full-duty position due to illness, injury, or disability, provided the employee is qualified to perform such convalescent-duty work and there is a reasonable expectation that the employee will be able to resume full-duty work within six (6) months. This policy shall be administered to assist employees in returning to their regular, full-duty positions. This policy shall not oblige the City to create new convalescent-duty employment positions.

## **COMMENT**

- Department heads in consultation with the City Manager may assign within their respective departments temporary, convalescent-duty work, if available, to any employee who is injured while performing work for the City and who requests convalescent duty as an accommodation for his or her temporary medical restrictions.
- The number of temporary, convalescent-duty assignments, if any, shall be determined by the department heads with regard for the expedient management and operation of their respective departments. Department heads may decline to establish or fill any temporary, convalescent-duty positions within their respective departments.
- Employees may be required to submit themselves to independent medical evaluation for purposes of determining their fitness-for-duty and eligibility for assignment to temporary, convalescent-duty work. Convalescent-duty assignments, if any, shall be made on a first-come-first-served basis.
- Assignments to temporary, convalescent-duty work shall not be made unless it appears that, at the time of a request for convalescent-duty work, there is a reasonable expectation that the employee will be able to resume full-duty work within six (6) months. Assignments to temporary, convalescent-duty work shall terminate automatically six (6) months following the initial day on convalescent-duty status.

- This convalescent-duty work assignment policy shall not be construed to limit or modify the City's obligation under applicable federal, state and local law to make reasonable accommodations upon request for employees who are qualified individuals with disabilities.