

	CORRECTIONS MEDICINE Temporary Work Restrictions ACA Standard: N/A	
	Effective: July 2017 Revised: July 2019 Reviewed: April 2019	Policy Number: CM-00

- I. **PURPOSE:** To accommodate employees who have a temporary work restriction and to maintain adequate staffing for the Corrections Medicine program.

- II. **POLICY:** The Saint Louis County Department of Public Health (DPH) Corrections Medicine program shall provide temporary work restriction assignments related to an acute, temporary medical condition, such as an injury or surgical procedure. The Corrections Medicine program does not have the ability to support a permanent work restriction. Employees can request or be referred to the Americans with Disabilities Act guidelines for extended or permanent disabilities.

- III. **DEFINITIONS:**
 - **ADA** – Americans with Disabilities Act
 - **Disability** – Any physical or mental condition which restricts or impairs normal functions of the body.
 - **Eligible Employee** – For the purpose of this policy, any full time employee of the Corrections Medicine program suffering from a temporary illness, injury, or disability requiring treatment by a licensed health care provider, who, because of injury, acute illness or temporary disability, is unable to perform his/her regular assignments, but is capable of performing alternative assignments is considered an eligible employee. Employees who require a work restriction during their probationary period will have their probationary period extended.

- IV. **RESPONSIBILITY:** All Corrections Medicine staff are responsible for the content of this policy and procedure as well as adherence to the policy.

- V. **PROCEDURE:**
 1. Temporary work restriction assignments are limited in number and variety.

 2. An eligible employee shall provide the nurse manager with a completed work restrictions authorization form signed by the treating physician that indicates the employee may return to work and has a detailed list of work restrictions and a specified period of time for the restrictions.
 - a. The certificate will include, but is not limited to the following:
 - i. An assessment of the nature and probable duration of the disability

 - ii. A prognosis for recovery

- iii. The nature of work restriction
 - iv. An acknowledgement by the healthcare provider of the familiarity with the assignment for the employee and the fact that the employee can physically assume the duties involved.
3. When an employee submits the work restrictions form, his/her supervisor will meet with the employee and discuss the requested accommodations. The purpose of the meeting will be to determine what reasonable and temporary light duty accommodations can be made for the employee.
- a. If the work restrictions exceed the days or requires accommodations beyond the authority of the supervisor to authorize (e.g. reassignment to another post, change in work hours, etc.), the supervisor shall refer the medical certificate and all other documents to the DPH Human Resources division to evaluate whether Family Medical Leave and/or engaging in the ADA process with the employee is appropriate.
 - b. It may be necessary for the Human Resources division to contact the authorized health care provider in order to clarify the information submitted and to assist in the determination of what type of work activities the employee can or cannot perform.
 - c. If Human Resources personnel have any questions about the work restrictions, he/she may have the health care provider complete the Medical Work Restriction Form to verify the limitations. A copy of the job description and a signed authorization to release information form by the employee will be enclosed with the request.
4. Work restriction assignments are strictly temporary and normally will not exceed four (4) weeks in duration for non-work-related injury, acute illness or temporary disability where there is a reasonable expectation that the employee will return to full duty assignments.
- a. Corrections Medicine will attempt to provide a temporary assignment for the eligible employee to meet the identified work restrictions.
 - b. Temporary work restriction assignments are intended for employees with temporary injuries, illnesses or disabilities and will be provided only if there is a reasonable expectation that the employee can resume his/her regular duties within a designated time period of four (4) weeks.
 - c. Employees cannot work overtime shifts while working with a work restriction.
 - d. Employees are responsible to notify his/her immediate supervisor/manager immediately upon receiving a health care provider's release to return to full duty.

- e. After four (4) weeks, an employee on temporary work restriction who is not capable of returning to his/her original duty assignment shall have the following options:
 - i. Present a request for an extension of temporary work restriction with supporting medical documentation and a projected date to return to full duty to the Corrections Medicine Nurse Manager.
 - ii. Submit a request for Family Medical Leave.
 - iii. Request a medical disability leave of absence.
 - iv. If the employee is qualified for another vacant position in DPH, the employee will be considered for that position.
 - v. Employment could be terminated.

NOTE: If at a later date the employee is physically able to return to his/her duties, the employee would be eligible for rehire.

- 5. The employee or the department manager, working with Human Resources, may initiate the interactive process pursuant to the ADA at any time.