

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

RESTRICTED DUTY, SICK/INJURY LEAVE

Reviewed by: Lieutenant Brian Brown	Effective Date: February 21, 1995
Authorized by: Chief Daniel Donath	Revision Date: November 19, 2019

PURPOSE

The purpose of this SOP is to establish guidelines to be followed by employee and employer when an employee is absent from work due to illness or injury. The City has established a restricted duty program in an effort to expedite the safe and complete recovery of an injured or sick employee to full duty. The City reserves the right to modify the restricted duty procedure or eliminate it completely at the City's discretion.

PROCEDURE

In order to facilitate proper staffing levels, non-emergency surgery should be scheduled at the Department's convenience rather than solely for the employee's convenience.

When an employee has been on sick or injury leave for a period of three full or partial consecutive scheduled work days or longer, excluding regularly scheduled days off, it will be that employee's responsibility prior to his/her first day returning to work to provide to Human Resources a signed return to work release from his/her health care provider. The release must state that the employee has recovered from the injury or illness sufficiently enough to return to full or restricted duty.

FULL DUTY: This status should be noted on the health care provider's signed release and will allow the employee to resume his/her assigned duties.

RESTRICTED DUTY: The Bloomington Police Department provides ill or injured employees the opportunity to work at less than full duty for up to one hundred and twenty (120) working days per incident when all three of the following conditions are met; (1) the employee's health care provider has released the employee to return to work; (2) the employee's health care provider has issued written documentation to the City clearly detailing the specific restrictions limiting the employee's job performance, and identifying the specific time period to which the restricted duty conditions apply; and (3) the Chief of Police has authorized the performance of restricted duty. Restricted duty is not an entitlement and will only be granted at the discretion of the Chief of Police. It will not be authorized under any of the following conditions: (1) when there is no work available for the employee, (2) when the only work available is prohibited due to contractual agreements, or (3) when available work exceeds the employee's restrictions. At the end of the one hundred and twenty (120) day period, the employee may return to full duty upon presenting a

written release to full duty issued by the employee's health care provider to Human Resources prior to the employee's return to duty. If no such release is provided to the City, the employee shall be responsible for determining what benefit leave to request or may seek a disability pension.

The employee may be ordered to take a medical examination at the City's expense prior to an assignment to restricted duty. If an employee takes vacation, sick time or other allowed leave during the period of restricted duty, the restricted duty time limit is still applicable. It may be necessary for the City to work with the health care provider, the employee and the employee's supervisor on a case by case basis to clarify the restrictions or to identify specific tasks or functions that may or may not be allowed under the restrictions specified by the health care provider. The specific restrictions identified by the health care provider may need to be modified during this period of restricted duty as the employee's condition changes.

During the period of restricted duty, the employee must work closely with his/her supervisor(s) and let the supervisor(s) know promptly if he/she is assigned a duty which is in conflict with the restrictions. During the restricted duty period, the employee may be assigned job duties that are not a part of his/her usual job as defined by his/her job description or to hours or days of work other than those for which the employee bid or was assigned while working at full duty status.

HIRE BACK AND OUTSIDE EMPLOYMENT WHILE ON RESTRICTED DUTY: Whenever an employee has been released for restricted duty by his/her health care provider for any period of time, the employee will not work any hire back or outside employment.

RESTRICTED DUTY DRESS CODE: An employee assigned to restricted duty will wear the appropriate attire for the division where the employee is assigned.

PROHIBITIONS: While on restricted duty, use of the weight room is prohibited.

DOCUMENTING SICK OR INJURY LEAVE: All sick or injury leave will be recorded as sick leave.