

SOP #4 - RETURN TO DUTY AFTER INJURY

On-the-Job Injury

No employee will be restored to full duty status after incurring an on-the-job injury until medical clearance certifying capability to perform in a normal manner his regularly assigned duties has been received by his supervisor. When requested by the department head, and approved by the City Manager, the employee shall be assigned on a full-time status to duties consistent with his physical ability to perform, as indicated by the medical clearance of the City medical services-this includes work with instructions. Such a request is to be submitted in writing immediately upon receipt of the medical clearance. Payrolls are not to be certified showing employees as present until such medical certification has been received unless authorization to do so has been received from the City Manager.

Off-the-Job Injury

Employees suffering off-the-job injuries which do not entitle them to the injury leave provision and who are given a restricted duty medical clearance by the City medical services shall, when requested by the Department Head and approved by the City Manager, report for duty assignment as prescribed by the Department Head. Payrolls are not to be certified showing such employee as present until medical certification has been received and until the City Manager has approved the return. Staff should review provisions of MOU covering individual cases.