
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Light Duty Policy
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-2-2012
Section: 218.00

218.01 Purpose

To provide personnel with an understanding and description of light duty assignments.

218.02 Policy

- A. Light duty shall be a means to have useful work for an employee to do when, because of injury or illness, he/she is not medically cleared for regular operational assignment.
- B. Personnel who are on leave due to injury or illness are expected to return to work as early as medically feasible.
- C. When an employee is medically cleared to perform only light duty, the department will make every effort to find duties for which the employee is physician authorized to perform. This assignment is at the discretion of the Fire Chief and/or Deputy Chief.
- D. If a member accepts light duty, he/she maintains eligibility for salary continuation.
- E. For those members (on work related illness or injury leave) who refuse light duty, no injury leave or salary will be paid. In addition, the member loses eligibility for Worker's Compensation payments.

218.03 Responsibility

- A. The division providing the assignment will be responsible for the supervision of the employee(s) assigned to it.
- B. The light duty supervisor is responsible for contacting the employee's regular supervisor if the employee fails to report to work.

218.04 Definition

Light duty shall consist of administrative duties as assigned, which does not conflict with restrictions set forth by the attending physician.

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218.05 Procedure

- A. Employees incurring an injury and/or illness in the line of duty must complete a First Report of Injury Form and Incident Report.
- B. Light duty assignments and work hours will be determined by the Fire Chief and/or his designate.
- C. If light duty work assignment is not available within the Fire Department, then a light duty assignment may be arranged through the Department of Human Resources.
- D. Once an individual accepts a light duty assignment, he/she will be informed as to the reporting date, time, and place.
- E. If an individual on light duty fails to report for work, disciplinary action may be taken by the regular supervisor after consultation with the Fire Chief and/or Deputy Chief.
- F. At the end of the light duty period, the light duty supervisor will inform the regular supervisor as to the employee's performance and date of return to regular duty.