

CITY OF GRAND PRAIRIE

Human Resources Policies and Procedures

Section D: **Risk Management**
No. 03 **Limited Duty**
Revised and Approved: 03/20/2023

1.0 Purpose:

- 1.1 The purpose of this policy is to establish limited duty assignment procedures and guidelines.

2.0 Scope:

- 2.1 This policy applies to all full-time or regular part-time employees of the City of Grand Prairie who are temporarily unable to perform the essential functions of their position resultant from a personal or work-related injury or illness.

3.0 Policy:

- 3.1 It is the goal of the city, in cooperation with the departments, to locate and assign limited duty to employees who are temporarily restricted by a physician from performing the essential functions of their position due to a mental or physical limitation.
 - 3.2 Limited Duty Assignment is a form of restricted duty provided following an injury or illness prior to returning to full duty, with or without accommodations.
 - 3.3 Limited Duty Assignments are typically assigned in the employee's own department and/or its divisions but may also be assigned in an alternate department if such limitations cannot be reasonably accommodated in the home department.
 - 3.4 Limited Duty Assignments may include several types of work at various locations and times to accommodate the medical restrictions.
 - 3.5 Limited Duty Assignments are limited to 60 days in a 24-month period. Any requests for extensions to this limitation must be submitted in writing and approved by the Human Resources Director.
 - 3.6 To avoid forfeiture of eligibility for Limited Duty, the employee is expected to:
 - a. remain productive, complete duties as assigned with accuracy, professionalism and as expected of any other employee in the city, and
 - b. comply with the restrictions provided by the physician.
 - 3.7 To be eligible for a Limited Duty Assignment, the employee must provide one of the following:
 - a. fully completed Physician's Fitness for Duty Certification from the physician to include the restrictions and limitations clearly noted; or
 - b. fully completed DWC-073 Texas Workers' Compensation Work Status Report regarding a work-related injury that provides enough detail to determine any restrictions that apply.
- Timekeeping and Coding:

LDFT – Light Duty Full Time

LDPT – Light Duty Part Time

4.0 Procedure:

- 4.1 The Department/Division Supervisor shall:
 - a. notify Human Resources of an employee that needs to be assigned to Limited Duty, even if in their own position or department.
 - b. determine if a Limited Duty Assignment is available within the employee's department/division or if an alternate department is needed; coordinate with Human Resources to locate an assignment in an alternate department.
 - c. provide a current Physician's Fitness for Duty Certification or DWC-73 and signed Limited

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Duty Agreement to Human Resources.

- (1) a Limited Duty Agreement is an agreement required to be signed and submitted by the employee and their supervisor upon accepting a Limited Duty Assignment.
 - d. ensure tasks are performed within the recommended restrictions, track time appropriately and coordinate with the Department Director and Human Resources if the employee requests to extend their Limited Duty Assignment beyond 60 days.
 - e. ensure the employee provides an updated Fitness for Duty or DWC-73 prior to returning to full duty with or without accommodations.
 - f. notify Human Resources that the employee has been released to full duty with or without accommodation and provide updated documentation.
- 4.2 The Employee shall:
- a. provide a completed Physician's Fitness for Duty Certification or DWC-73 within one workday of visit and submit a signed Limited Duty Agreement to their supervisor upon returning to duty.
 - b. work within the recommended medical restrictions.
 - c. if needed, provide an updated Physician's Fitness for Duty Certification or DWC-73 to their supervisor prior to requesting an extension or prior to returning to full duty.
- 4.3 Human Resources shall:
- a. maintain and track information received by the department/division supervisor and/or employee.
 - b. provide notification to the department/division supervisor and/or employee of:
 - (1) missing documents.
 - (2) medical restrictions that cannot be accommodated within a Limited Duty Assignment.
 - (3) approaching the exhaustion of 60 days allowed for Limited Duty.
 - (4) approval of Limited Duty Assignment extension beyond 60 days.
 - (5) options of disability retirement or Long-Term Disability if a Physician determines the employee is permanently disabled and cannot return to their permanent position with or without accommodations.

5.0 Return to Duty

- 5.1 An updated Physician's Fitness for Duty Certification or DWC-73 that release the employee to full duty with or without accommodations is required before the employee can return to full duty.

6.0 Appendices

The most current versions of the forms below can be found on Raving Fans > Policies > Human Resources > D. Risk Management > D03 Limited Duty Assignments

- Limited Duty Agreement
- Physician Fitness for Duty Certification