



San Diego Community College District Police Department Policy and Procedures

5.03 LIGHT DUTY

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for providing temporary light duty work for employees who are unable to perform their normal duties due to a work or non-work related illness, injury, or pregnancy.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Providing temporary light duty work is a method of utilizing the skills and knowledge of employees who are temporarily precluded from the performance of their normal work by reason of an illness, injury or pregnancy. Light duty work can allow an employee to maintain basic skills or learn new skills. It can prevent the loss of self-esteem and associated despondency that frequently results from prolonged absence from work. In most cases, light duty work is therapeutic and can speed the employee's recovery.

The Department will normally provide temporary light duty work in accordance with medical opinion when suitable work exists and is otherwise appropriate, for both work related and non-work related medical reasons.

IV. BASIC REQUIREMENTS

- A. Employees may be assigned light duty work when temporarily unable to perform their normal work due to illness, injury, or pregnancy, when the following requirements are met:
1. The assignment must be medically suitable. The employee must be capable of performing the work without violating a medical restriction;
 2. The assignment must fulfill a necessary job function or functions; and,

3. The assignment is anticipated to be temporary.

V. PRIORITIZATION OF ASSIGNMENTS

A. Command Retention

The employee's command is responsible for providing appropriate light duty work that is compatible with work restrictions.

B. Specified Need or Project

Light duty personnel may be assigned to assist a unit with a specified need or project. This temporary assignment may be at a location other than the employee's command.

VI. ROLE OF SUPERVISOR

Generally, the employee's supervisor, with assistance from the District's Risk Management Department, is responsible for coordinating, facilitating, and overseeing the Department's response to employees who are ill, injured, or pregnant.

A. Employee Tracking

The employee's direct supervisor is responsible for tracking the status and assignments of personnel who are assigned to them that are on light duty.

B. Staffing

The employee's supervisor, along with the Lieutenant who's command the employee is assigned to, are responsible for finding appropriate light duty work for light duty employees

C. Liaison with Other Departments

1. The supervisor serves as liaison to other District departments (Risk Management and Human Resources) dealing with medical restriction issues.
2. The supervisor will provide required information regarding light duty personnel to the Risk Management Department.