

SUBJECT: TEMPORARY TRANSITIONAL ASSIGNMENTS

Policy: Consistent with M.G.O. Section 3.53(18), it is the City of Madison's policy to facilitate placement of employees with illnesses or injuries which preclude them from temporarily performing the essential functions of their normal occupation. Placement within the context of this policy is to be considered transitional until: the employee returns to his/her normal duties; or it has been determined that the employee has reached the end of healing and/or has permanent restrictions which preclude him/her from returning to his/her previous assignment. Once it has been determined that an employee has reached an end of healing and/or has permanent restrictions which preclude him/her from returning to his/her previous assignment, this policy no longer applies and temporary transitional assignments are to be terminated by the hiring authority.

This policy applies to both work-related and non-work-related illnesses and injuries with noted distinctions:

1. Employees with Work-Related Illnesses and Injuries who are Eligible for Worker's Compensation Benefits:

While in the healing phase resulting from work-related illnesses and injuries where physical restrictions have been established, the department/division shall work to facilitate placement of the employee into a temporary transitional assignment. Supervisors shall carefully review all information related to the employee's physical restrictions, and work to define meaningful cost-effective assignments consistent with specified medical restrictions. Questions regarding the employee's restrictions and/or the relevance to potential assignments should be referred to the Human Resources or Finance (Risk Management) Department for clarification and consultation.

If the Department/Division is unable to effectively provide a temporary transitional assignment consistent with the employee's restriction(s) and the interest of the organization, the hiring authority shall contact Risk Management, which will seek effective placement with other City departments, as appropriate. Note: No financial obligations associated with the work-related injury/illness shall be assumed by the agency providing the temporary transitional assignment.

All reasonable efforts should be made to utilize temporary transitional assignments to return employees to the work place efficiently and expeditiously.

2. Employees with Non-Work-Related Illnesses and Injuries:

The hiring authority shall exercise judgment and diligence in determining whether it is cost-effective and feasible to establish temporary transitional assignments for workers who are temporarily unable to perform their usual and customary assignments due to non-work-related medical restrictions. In making this determination, the hiring authority shall consider such factors as availability of work at (or approximating) the level of the employee's current classification, the duration of the assignment, and the overall impact on the organization. Temporary transitional assignments for non-work related conditions are expected to last 60

days or less unless a defined work hardening plan has been approved by the Human Resources Department. At the conclusion of the work hardening period the expectation is that the employee will be returned to full duty. Questions regarding the employee's restrictions and/or the relevance to potential assignments should be referred to the Human Resources Department for clarification and consultation.

All employee requests for temporary transitional assignments should be documented. The employer is under no obligation to approve requests for temporary transitional assignments for non-work-related injuries or illnesses which are contrary to the interests of the organization. Further, temporary transitional assignments for non-work-related injuries or illnesses are restricted to the employing department/division.

Authority: The Human Resources Director shall be responsible for the overall interpretation and maintenance of this policy, with implicit authorities and responsibilities vested with the respective appointing authorities.



Paul R. Soglin
Mayor

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NOTE: Replaces "Temporary Modified Duty (T.M.D.) Program" dated 02/06/1997.

(Revised 05/28/1997, 12/21/1999, 12/18/2009)