

SUBJECT: TEMPORARY TRANSITIONAL ASSIGNMENTS

Policy: It is the City of Madison's policy to facilitate the assignment of modified duties or placements for employees with illnesses or injuries which prevents them from temporarily performing the essential functions of their normal job. Such assignments, within the context of this policy, are to be considered transitional until: the employee returns to their normal duties; or it has been determined that the employee has reached the end of healing and/or has permanent restrictions. Once it has been determined that an employee has reached an end of healing and/or has permanent restrictions which preclude them from returning to their 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 the specified physical restrictions. Questions regarding the employee's physical restrictions and/or the relevance of physical restrictions 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 meaningful work consistent with the employee's physical restriction(s), the hiring authority shall contact Risk Management, which will seek effective placement with other City agencies. 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 transitional assignments for workers who are temporarily unable to perform their usual and customary assignments due to non-work-related medical restrictions. 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. Temporary transitional assignments will not become permanent assignments. 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.



Satya Rhodes-Conway
Mayor

APM 2-7
August 8, 2023

NOTE: Replaces "Temporary Modified Duty (T.M.D.) Program" dated 2/6/1997.

(Revised 5/28/1997, 12/21/1999, 12/18/2009, 12/28/2016)