



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

It is the purpose of this policy to establish the authority for temporary light duty assignments. This policy shall include information relating to job tasks and eligibility requirements to participate.

## POLICY

Temporary light duty assignments will be issued for personnel who suffer from an injury or illness, causing them to be unable to perform their normal work assignment. Light duty is designed to provide a temporary alternative to their normal job requirements while remaining productive for the organization. Personnel will not participate in a light duty assignment if it will cause a health or safety risk to them or their fellow employees.

1. The decision on the type of temporary light duty work to be performed and the necessary restrictions of the job shall be determined by the Fire Chief, with consultation from the Human Resources Director. The RFD reserves the right to assign an RFD member to another department within the City of Russellville.
2. Assignments to temporary light duty shall require a member assigned to shift to be converted to a 40-hour work week. In some circumstances a light duty assignment may be made available on shift. Regardless of work, the assignment may not affect the member's pay classification and other benefits.
3. Light duty assignments are temporary in nature. As such, they shall only last for three (3) months from the date of initial assignment to light duty. If the member requires a light duty assignment in excess of three (3) months, they may:
  - a. Present a request for extension to the Fire Chief with supporting information regarding their potential return to work from a physician
  - b. Pursue other options as provided by the City of Russellville or other employment law
4. Members assigned to light duty may only grieve their assignments directly to the Fire Chief.
5. Light duty assignments are created by the Fire Chief based on the needs of the department. Examples of some light duty assignments are:
  - a. Administrative Assistance (report review, special projects, filing, faxing, data entry, telephone duties)
  - b. On Duty Battalion Chief Assistance – On Shift (driving, management of the personnel accountability system, scheduling, personnel management, assistance to the Battalion Chief, etc.)
6. Personnel on temporary light duty must provide documentation from a physician that they are able to perform the functions of their full job description before being released from light duty.

Approved

Fire Chief

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