

CITY OF NEW HOPE

Transitional Work Policy

Purpose:

This Transitional Work Policy is intended to provide less strenuous work situations for a limited number of regular full-time employees with qualified temporary disabilities.

Definitions:

Qualified temporary disability -- The employee 1) is physically unable to perform all the duties of his/her regular position 2) is qualified (knowledge and skills) and physically able to perform all the duties of a transitional work position, and 3) is expected to recover from the disability to the extent necessary for performing all the duties of his/her regular position.

Transitional work assignment -- Identified duties and responsibilities that, to the extent possible, fall within the framework of the employee's regular position. The duties and responsibilities will not be created to make work for the disabled employee, but to allow the employee to make a significant contribution to the department while he/she is temporarily disabled.

Policy:

Regular full-time employees who become temporarily disabled and who have the medical expectation of returning to full duty may be assigned transitional work duties consistent with their limited physical capacities.

The City Manager will determine if a transitional work assignment is available, at the time of request, based upon medical evidence and recommendation from the disabled employee's Department Head. At no time shall the granting of a transitional work assignment interfere with the City's responsibility for providing adequate services to its citizens.

If the duties and responsibilities of the transitional work assignment fall within the framework of the employee's regular position, the disabled employee's pay shall not be reduced. If, however, the transitional work assignment is outside the framework of the employee's regular position, the disabled employee will receive reduced pay consistent with the position classification of the assignment.

This policy shall not be construed or interpreted to mean that any employee has a right to a transitional work assignment.

Approved by Personnel Board
3/14/90

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