



Weber County Human Resources Policy 4-500 Return to Work

I. Purpose

This Policy creates a balance between returning employees to work at the earliest date following a work-related injury or illness and the disruption caused by employees returning to work in a limited capacity.

II. Policy

Employees recovering from a work-related injury or illness who are unable to return to work and fully perform the essential functions of their jobs, with or without reasonable accommodation, may still be able to undertake an alternative, temporary, transitional position with the county until recovery is complete.

III. Procedures

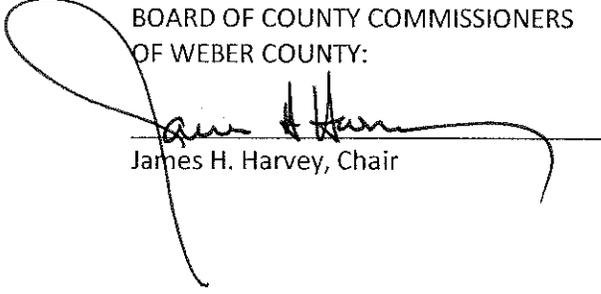
1. An injured/ill employee may request for return to work on light or restricted duty for up to 90 calendar days.
 - a. County has no obligation to create a light or restricted duty position and may deny the request.
2. Prior to or upon returning to work, the employee must submit a medical release signed by their medical provider which includes:
 - a. Medical release to return to work on light or restricted duty
 - b. A list of physical or mental work limitations; and
 - c. Expected date of return to work with full recovery
3. Approval to Return to Work and Work Options
 - a. If a request for light or restricted duty is approved, the employee's supervisor or Risk Manager will provide the employee with written notification outlining the employee's work-related activities consistent with the employee's medical release.
 - b. It is the employees' responsibility to work within the physical limitations specified by the health care provider and to perform only the duties assigned as outlined in the approval letter.
 - c. The employee needs to communicate to both the supervisor and Risk Manager on any changes regarding the medical condition, concerns about light/restricted duty, and other concerns related to the workplace injury/illness.
 - d. An employee released for full duty will return to the same or a comparable position.
4. An employee who is unable to return to full duty at the end of the 90 calendar day (light or restricted duty) may take leave until they are released for full duty. The employee's Director has the ability to extend the 90 days if they see fit. The employee may consult with the Director of Human Resource to discuss other options available.

Weber County Human Resources Policy 4-500: Return to Work

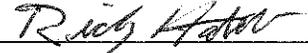
5. An employee who refuses to return to work, either in their current position or on light/restricted duty, after being released by a health care provider may be terminated unless the employee is entitled to another type of qualifying leave such as FMLA, ADA or sick leave.

DATED this 17 day of Sept., 2018.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:

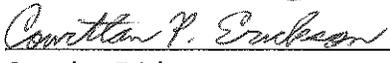

James H. Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Sarah Swan
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney