**RETURN TO WORK**

**SAMPLE PROGRAM**

**Fire Department**

**Policy**

**Forms**

**Re-Entry Program**

Funding and Support for this project has been provided by the State of Washington, Department of Labor and Industries, Safety & Health Investment Projects.

**FIRE DEPARTMENT SAMPLE RETURN TO WORK POLICY**

**1.0 REFERENCE**

Both labor and management should recognize that many, if not all, items associated with return-to-work language and reentry programs are mandatory subjects of bargaining and should be treated as such. Having an established labor-management relationship will assist in creating ways to be successful.

**2.0 POLICY**

**2.1** To provide personnel with an understanding and description of light duty assignments.

* + 1. Light duty shall be a means to have useful work for an employee to do when, because of injury or illness, he/she is not medically cleared for regular operational assignment.
    2. Personnel who are on leave due to injury or illness are expected to return to work as soon as medically feasible.
    3. When an employee is medically cleared to perform only light duty, the department will make every effort to find duties for which the employee is health care provider authorized to perform. This assignment is at the discretion of the Fire Chief and/or Deputy Chief.
    4. If a member accepts light duty, he/she maintains eligibility for salary continuation.
    5. For those members (on work related illness or injury leave) who refuse light duty, no injury leave or salary will be paid. In addition, the member loses eligibility for Worker’s Compensation payments.

# **3.0 DEFINITION**

**3.1** Examples of Light Duty assignments:

Light duty shall consist of duties as assigned, which does not conflict with restrictions set forth by the attending physician.

* Office and Administrative Work: May drive to run errands
* Prevention: Public Outreach Events
* Training: Study for Certification(s) not yet attained, such as:
  + Fire Instructor 1
  + Fire Officer 1
  + HazMat Technician
  + OTEP Training
  + Required refresher training for any existing certification or skill
* Training:
  + Build props
  + Assist with instruction
  + Design curriculum
* Equipment Inspection and Inventory Tasks (online training to receive   
   certification to perform these tasks is also acceptable light duty.)
* Building Inspections
* Community Disaster Preparedness
* SCBA Fit Testing and Equipment Testing
* Small Equipment Repair
* Station Inspection, Cleaning, Cooking
* Vehicle and Equipment Maintenance
* Wellness Program Assistance
  + Workout classes
  + Cooking or healthy eating initiatives
* Assigned to Duty Officer as Driver:
  + Primarily drives Duty Officer to/from scene in emergency mode.
  + Accountability functions on scene
  + Communications and Planning functions

**3.2** Light Duty Shift Options

1. (2x) 24 Hour Shift Modified Duty Schedule (If approved) - After day shift Modified Duty is completed, and on weekends, worker is assigned to the on-duty Officer in Charge. Worker is permitted to rest and relax as recommended and to sleep over night.
2. (5x) 8 Hour Day Shift Modified Duty Schedule - Worker is assigned to either the Training, Logistics, Inspection or Prevention Division and reports to the shift officer on duty.

**4.0 RESPONSIBILITY**

1. The division providing the light duty assignment will be responsible for the supervision of the employee(s) assigned to it.
2. The Human Resource department is responsible for following up on the firefighter’s eligibility for light duty.

**5.0 PROCEDURES**

1. Firefighter alerts duty officer to injury. Duty officer makes sure Firefighter has Return to Work package from Department (Light Duty JA, Light Duty Job Description, Full Duty JA, Full Duty Job Description and Release, APF).
   1. Failure to alert Duty Officer of Injury within \_\_\_ hours of the accident or injury may result in disciplinary action.
2. Firefighter fills department report of accident form.
3. Firefighter seeks appropriate medical attention and fills out record of injury at lni.wa.gov/filefast to initiate claim.
4. Injured Firefighter shares Fire Department Full Duty Job Analysis, Light Duty Job Analysis, the Full Duty Job Description and Release and the Light Duty Job Description and Release forms with Medical Provider for review.
5. After Examination, the Medical Provider signs an Activity Prescription Form with the following options:
   1. Release for full duty based on the Full Duty Job Analysis Form.   
       (Skip to 5.10 if it is a no lost time injury.)
   2. Release for Light duty which is offered by Fire Department based on  
       Light Duty Job Description Form.
   3. Injured Firefighter is not released for any work at the time.
6. *Optional* physical or occupational therapy provided for work conditioning or hardening.
7. Re-assessment by Medical Provider and step 5.4 is repeated. Reassessment must continue every \_\_\_\_\_ days.
   1. If there is not a return to Full Duty after \_\_\_\_\_\_ days the Firefighters case will be forwarded to Human Resources for employment review.
8. If cleared to return to work within the \_\_\_\_\_\_ days, Firefighter is released on Full Duty Job Description Form and may return to full duty and rank after successful re-entry program completion.
9. A re-entry program is to be completed by Firefighters who have missed a substantial amount of shifts and must be signed off by training officer. (Appendix 7.10, Appendix 7.11)
   1. 30 - 60 days missed = 1 day of Fire skills refresher, 1 day of EMS skills refresher.
   2. 61 - 120 days missed = 2 days of Fire skills refresher, 1 day of EMS skills refresher.
   3. 121 – 180 days missed = 3 days of Fire skills refresher, 3 days of EMS skills refresher.
10. Firefighter is returned to full duty by Chief or designee.

**6.0** ADDITIONAL REFERENCES

1. Human resources will follow up with L&I Stay At Work program and request reimbursement for light duty wages for 50% of the cost up to 66 days ($10,000 maximum) within 12 months of the Firefighter completing their light duty assignment.
   1. Human Resources must document the following on form F243-001-000 for reimbursement in the program.
      1. Timecards and Payroll Stubs.
      2. Activity Prescription Form F242-385-000.
      3. Employer Description of Job Full Duty Form WFC 252-040-000-FD.
      4. Employer Description of Job and Light Duty Job Offer Form WFC 252-040-000-LD.
2. Human resources may request reimbursement of up to $2500 per injured worker for equipment used for light duty modifications may be reimbursed to the department up to 12 months from date of purchase. A $5000 equipment purchase can be made if specific criteria are met.
   1. In all cases the following must be documented on F243-003-000 for reimbursement:
      1. Receipt for Equipment Purchased
      2. Brief Rational of Purchase for Injured Worker

**7.0 APPENDIX**

**Claim Forms:**

7.1 Employee Report of Accident ( Link Only - <http://www.lni.wa.gov/ORLI/ECS/FileFast.asp>)

7.2 [Activity Prescription Form](https://drive.google.com/file/d/0B_yFDJsZmKO9Qk1XUmxTSzZRQ00/view?usp=sharing) – (F242-385-000)

7.3 Light Duty Job Analysis Form (WFC 252-072-000-LD)

7.4 Light Duty Job Description and Offer of Light Duty Work Form (WFC 252-040-000-LD)

7.5 Full Duty Job Analysis Form (WFC 252-072-000-FD)

7.6 Full Duty Job Description and Release Form (WFC 252-040-000-FD)

**L&I Stay at Work Forms:**

7.7 [lni.wa.gov/Main/StayAtWork/Application](http://lni.wa.gov/Main/StayAtWork/) (Link Only -   
<http://www.lni.wa.gov/Main/StayAtWork/>

7.8 Application for Reimbursement of Wages (F243-001-000)

7.9 Application for Reimbursement of Expenses (F243-003-000)

**Return to Duty Training Program:**

7.10 Combined Fire Skills Refresher Plan

7.11 Combined EMS Skills Refresher Plan