



# ***City of Albuquerque***

P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103

March 15, 1995

## **ADMINISTRATIVE INSTRUCTION NO. 7-17**

### **SUBJECT: LIGHT DUTY/MODIFIED WORK PROGRAM**

It is the policy of the city of Albuquerque to fully utilize its employees and to maintain a productive, equitable and positive work environment. To accomplish this goal and to comply with the Workers' Compensation Act this policy encourages the return of employees injured on the job to productive work as soon as medically sound after the injury. Participation in the Program is restricted to employees whose status is classified as a permanent employee.

The Risk Management Division of the Department of Finance and Management shall administer the program, which will contain the following two components.

#### **LIGHT DUTY**

This component is intended to return an employee who has sustained an on-the-job injury to a productive level of work in preparation of return to his/her pre-injury position. The maximum duration of this participation shall be 45 calendar days unless an extension is approved by the Medical Director as being medically necessary.

The employee's Department in conjunction with the Employee Health Services Manager, Medical Director, and the Department of Human Resources shall be responsible for identifying the light duty job functions. The light-duty assignment will be temporary in nature to assist the employee and the operating department during the employee's temporary inability to return to normal duty.

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### **MODIFIED WORK**

This city-wide component is designed to provide productive work for employees who have been medically determined not to be capable of performing the essential job functions of their pre-injury position. When an employee is released for duty by the Employee Health Center, the Human Resources Department and/or Employee Relations shall identify vacant positions city-wide for which the employee is qualified and offer the employee a position for which the employee has been determined to be capable of performing the essential functions. This placement may either be to an existing vacant position or a position which has been modified.

The essential job functions of the position shall be identified by the receiving department, subject to approval by the Human Resources Department in conjunction with the Risk Management Division.

This policy is intended to create a positive atmosphere in which the skills and abilities of City employees may be fully utilized in a mutually productive manner.

A handwritten signature in black ink, appearing to read 'L. Rael', written over a horizontal line.

Lawrence Rael  
Chief Administrative Officer