

Memorandum



Date: September 17, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Light Duty Survey of County Departments and Agencies

In response to a request at the Committee of the Whole meeting on August 26, 2013, a light duty survey of all County agencies was recently conducted. Light duty is defined as temporary or permanent work that is less demanding than normal job duties and is the result of an injury.

Attached are the following reports, which were compiled from the information that was provided by the departments and agencies.

1. Summary of the survey results (Attachment 1);
2. Summary of light duty employees by agency and classification (Attachment 2); and
3. Detailed listing of employees who are currently on light duty (Attachment 3).

The survey of all 43 departments and agencies revealed the following:

- There were 211 employees on light duty. The average length of time on light duty was 29 pay periods or 13.4 months. The average adjusted salary for the employees on light duty was \$70,164.
- Seven of the agencies currently have employees on light duty.
- Four of the agencies have formal Standard Operating Procedures established for light duty: Police, Corrections and Rehabilitation, Aviation, and Transit (Attachments 4 through 7).
- The only Collective Bargaining Agreements that specifically address light duty are those of the Transit Worker's Union in Article III.7, Sections (e) and (f) (Attachment 8) and IAFF Local 1403, Articles 3.4 and 14.15 (Attachment 9).

By law, light duty positions are not required, but employers need to be mindful of three federal laws which may overlap and confer different rights on employees and different obligations on the employer; the Americans with Disabilities Act, Family Medical Leave Act, and Workers' Compensation (Attachment 10).

Should you have any questions, please do not hesitate to contact Edward Marquez at 305-375-1451.

Attachments

- c Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Staff
Department Directors
Arleene Cuellar, Acting Assistant Director, Internal Services Department
Charles Anderson, Commission Auditor

LIGHT DUTY SURVEY RESULTS AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY AGENCIES)

AGENCY	DOES THE DEPARTMENT HAVE A LIGHT DUTY POLICY?	DOES THE DEPARTMENT HAVE ANY EMPLOYEE(S) CURRENTLY ON LIGHT DUTY?	NUMBER OF EMPLOYEES ON LIGHT DUTY	AVERAGE NUMBER OF PAY PERIODS ON LIGHT DUTY	AVERAGE ADJUSTED SALARY	COMMENTS
ANIMAL SERVICES	N	N				
AUDIT AND MANAGEMENT SERVICES	N	N				
AVIATION	Y	N				See attachment 4
BOARD OF COUNTY COMMISSIONERS	N	N				
CITIZENS' INDEPENDENT TRANSPORTION TRUST	N	N				
CLERK OF COURTS	N	N				
COMMISSION ON ETHICS & PUBLIC TRUST	N	N				
COMMUNITY ACTION AND HUMAN SERVICES	N	N				
COMMUNITY INFORMATION AND OUTREACH	N	N				
CORRECTIONS & REHABILITATION	Y	Y	56	11	\$63,014	See attachment 5
COUNTY ATTORNEY	N	N				
CULTURAL AFFAIRS	N	N				
ELECTIONS	N	N				
FINANCE	N	N				
FIRE RESCUE	N	Y	78	54	\$90,905	
HOMELESS TRUST	N	N				Case by case basis.
HUMAN RIGHTS & FAIR EMPLOYMENT PRACTICES	N	N				
INFORMATION TECHNOLOGY DEPARTMENT	N	N				Case by case basis.
INSPECTOR GENERAL	N	N				
INTERNAL SERVICES	N	N				
JUDICIAL ADMINISTRATION	N	N				
JUVENILE SERVICES	N	N				
LAW LIBRARY	N	N				
LEGAL AID	N	N				
LIBRARY	N	N				
MANAGEMENT AND BUDGET	N	N				
MEDICAL EXAMINER	N	Y	1	3	\$71,621	Case by case basis.
METROPOLITAN PLANNING ORGANIZATION	N	N				
MIAMI-DADE ECONOMIC ADVOCACY TRUST	N	N				
OFFICE OF THE MAYOR	N	N				
PARK & RECREATION	N	N				
POLICE	Y	Y	28	37	\$69,226	See attachment 6
PROPERTY APPRAISAL	N	Y	1	5	\$46,456	Case by case basis.
PUBLIC HEALTH TRUST SUPPORT	N	N				
PUBLIC HOUSING AND COMMUNITY DEVELOPMEN	N	N				
PUBLIC WORKS AND WASTE MANAGEMENT	N	N				
REGULATORY AND ECONOMIC RESOURCES	N	Y	3	10	\$58,940	Case by case basis.
SEAPORT	N	N				
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD	N	N				Case by case basis.
STATE ATTORNEY OFFICE	N	N				
TRANSIT	Y	Y	44	4	\$44,366	See attachment 7
VIZCAYA MUSEUM & GARDENS	N	N				
WATER AND SEWER	N	N				
	4 - Yes 39 - No	7 - Yes 36 - No	211 Employees currently on Light Duty	Average number of pay periods - 29	Average Salary - \$70,164	

**AGENCIES WITH EMPLOYEES ON LIGHT DUTY AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY DEPARTMENTS)**

Attachment 2

AGENCY	NUMBER OF EMPLOYEES	AVERAGE NUMBER OF PAY PERIODS EMPLOYEES HAVE BEEN ON LIGHT DUTY	AVERAGE ADJUSTED ANNUAL SALARY*
Corrections and Rehabilitation	56	11.0	\$63,014
C&R Cook 2	2	6.0	\$45,847
C&R Property Room Supervisor	1	14.0	\$54,296
Correctional Corporal	5	6.4	\$74,462
Correctional Counselor	1	12.0	\$62,657
Correctional Lieutenant	1	8.0	\$111,202
Correctional Officer	39	12.9	\$62,380
Correctional Property Custodian	2	2.5	\$40,882
Correctional Sergeant	2	9.0	\$108,056
Correctional Technician	1	7.0	\$30,804
Police Records Specialist 1	2	2.0	\$37,557
Fire Rescue	78	54.0	\$90,905
Captain	3	5.0	\$118,210
Chief	2	103.5	\$130,555
Commander	1	1.0	\$119,961
Firefighter	48	62.1	\$82,774
Lieutenant	24	42.0	\$99,237
Medical Examiner	1	3.0	\$71,621
Systems Analyst/Prog 1	1	3.0	\$71,621
Police	28	37.4	\$69,226
Clerk 3	1	21.0	\$43,689
Court Support Spec. 1	1	19.0	\$45,315
Imaging Records Tech. Lead Worker	1	95.0	\$46,089
Pol. Prop. Evid. Spec. 1	1	123.0	\$49,075
Police Captain	1	15.0	\$139,161
Police Officer	17	13.7	\$74,269
Police Records Specialist 1	2	146.5	\$36,904
Police Sergeant	2	6.5	\$95,266
Secretary	1	147.0	\$44,208
Police Records Technician 1	1	87.0	\$43,875
Property Appraisal	1	5.0	\$46,456
Real Estate Evaluator 1	1	5.0	\$46,456
Regulatory and Economic Resources	3	10.3	\$58,940
Biologist 1	1	3.0	\$45,126
Plumming Inspector	1	2.0	\$80,166
Pollution Control Insp 1	1	26.0	\$51,528
Transit	44	3.7	\$44,366
Bus Hostler	1	3.0	\$42,640
Bus Maint. Tech.	3	4.7	\$63,336
Bus Operator	40	3.7	\$42,986
Grand Total	211	28.8	\$70,164

* Does not include fringes

**EMPLOYEES ON LIGHT DUTY AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY AGENCIES)**

AGENCY	LAST NAME	FIRST NAME	CURRENT TITLE	IS THE LIGHT DUTY A RESULT OF AN ON THE JOB INJURY? (Y/N)	CURRENT ADJUSTED ANNUAL SALARY*	NUMBER OF PAY PERIODS EMPLOYEE HAS BEEN ON LIGHT DUTY	COMMENTS
Corrections and Rehabilitation	Conley	Anita	C&R Cook 2	Yes	\$46,836.14	7	
Corrections and Rehabilitation	Jean	Jean-Pierre	C&R Cook 2	Yes	\$44,858.32	5	
Corrections and Rehabilitation	Harris	Anette	C&R Property Room Supervisor	Yes	\$54,295.54	14	
Corrections and Rehabilitation	Gillies	Angella	Correctional Corporal	No	\$81,839.68	4	
Corrections and Rehabilitation	Hines-Frazier	Phyllis	Correctional Corporal	Yes	\$71,713.46	15	
Corrections and Rehabilitation	Hudson	Lanail	Correctional Corporal	No	\$78,331.50	6	
Corrections and Rehabilitation	Phillips	Traci	Correctional Corporal	Yes	\$65,657.80	5	
Corrections and Rehabilitation	Watson	Nordia	Correctional Corporal	Yes	\$74,769.76	2	
Corrections and Rehabilitation	Killing	Daphne	Correctional Counselor	No	\$62,656.88	12	
Corrections and Rehabilitation	Weston	Constantia	Correctional Lieutenant	No	\$111,202.00	8	
Corrections and Rehabilitation	Andrews	Duane	Correctional Officer	Yes	\$74,982.96	8	
Corrections and Rehabilitation	Arguello	Adrian	Correctional Officer	No	\$48,339.20	5	
Corrections and Rehabilitation	Berrios	Joseph	Correctional Officer	Yes	\$48,339.20	13	
Corrections and Rehabilitation	Brazzel-Bethel	Soneta	Correctional Officer	Yes	\$68,453.58	26	
Corrections and Rehabilitation	Chandler	Nina	Correctional Officer	No	\$74,622.86	5	
Corrections and Rehabilitation	Cobb	Shaquita	Correctional Officer	No	\$60,119.02	13	
Corrections and Rehabilitation	Dolin	Todd	Correctional Officer	No	\$55,000.66	5	
Corrections and Rehabilitation	Ephord	Veronica	Correctional Officer	Yes	\$48,339.20	12	
Corrections and Rehabilitation	Ferdinand	Schemica	Correctional Officer	No	\$60,119.02	5	
Corrections and Rehabilitation	Frazier	Utonda	Correctional Officer	Yes	\$68,453.58	18	
Corrections and Rehabilitation	Gathers	Windy	Correctional Officer	No	\$42,122.08	5	
Corrections and Rehabilitation	Gorelick	James	Correctional Officer	Yes	\$69,413.50	3	
Corrections and Rehabilitation	Hardy Jr.	Charles	Correctional Officer	Yes	\$68,693.56	3	
Corrections and Rehabilitation	Holt	Lorraine	Correctional Officer	No	\$71,540.82	6	
Corrections and Rehabilitation	Jasmin	Gueryly	Correctional Officer	Yes	\$65,588.64	21	
Corrections and Rehabilitation	Jennings	Tanorris	Correctional Officer	Yes	\$48,339.20	7	
Corrections and Rehabilitation	Jimenez	Hermes	Correctional Officer	Yes	\$71,540.82	4	
Corrections and Rehabilitation	Johnson	Rita	Correctional Officer	Yes	\$71,540.82	10	
Corrections and Rehabilitation	Johnson	Tawonda	Correctional Officer	No	\$53,003.86	12	
Corrections and Rehabilitation	Keith-Mingo	Lolita	Correctional Officer	No	\$50,490.70	12	
Corrections and Rehabilitation	Kemp	Victoria	Correctional Officer	No	\$71,540.82	3	
Corrections and Rehabilitation	Laster, Christy	Christy	Correctional Officer	No	\$68,453.58	5	
Corrections and Rehabilitation	Morris	Alicia	Correctional Officer	Yes	\$46,393.62	3	
Corrections and Rehabilitation	Nichols	Mattie	Correctional Officer	Yes	\$74,982.96	4	
Corrections and Rehabilitation	Oriental, Lucie	Lucie	Correctional Officer	No	\$60,119.02	6	
Corrections and Rehabilitation	Pinon	Alexander	Correctional Officer	Yes	\$71,900.92	5	
Corrections and Rehabilitation	Poinville	Tiffani	Correctional Officer	Yes	\$60,119.02	2	
Corrections and Rehabilitation	Riascos	Shareka	Correctional Officer	Yes	\$60,119.02	18	
Corrections and Rehabilitation	Santiago-Blue	Betricia	Correctional Officer	Yes	\$50,490.70	0	Pending Light Duty assignment.
Corrections and Rehabilitation	Silvers	Ariel	Correctional Officer	Yes	\$48,339.20	3	
Corrections and Rehabilitation	Soltis, Doris	Doris	Correctional Officer	No	\$71,900.92	8	

* Does not include fringes
Information provided by agencies

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(AS PER INFORMATION PROVIDED BY AGENCIES)**

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Corrections and Rehabilitation	Stallworth-Benton	Kale	Correctional Officer	Yes	\$71,540.82	190	
Corrections and Rehabilitation	Thompson	Teonna	Correctional Officer	Yes	\$52,643.76	12	
Corrections and Rehabilitation	Townsend	Eloqueisha	Correctional Officer	Yes	\$44,445.44	2	
Corrections and Rehabilitation	Vazquez	Vanetta	Correctional Officer	Yes	\$71,540.82	6	
Corrections and Rehabilitation	Walker	Eric	Correctional Officer	Yes	\$71,540.82	13	
Corrections and Rehabilitation	Wells	LaSheila	Correctional Officer	No	\$74,622.86	4	
Corrections and Rehabilitation	West	Silvia	Correctional Officer	Yes	\$71,540.82	22	
Corrections and Rehabilitation	Young, Agatha	Agatha	Correctional Officer	No	\$71,540.82	5	
Corrections and Rehabilitation	Williams	Bernardine	Correctional Property Custodian	Yes	\$44,207.54	5	
Corrections and Rehabilitation	Williams	Merlene	Correctional Property Custodian	Yes	\$37,557.26	0	Pending Light Duty assignment.
Corrections and Rehabilitation	Boone	Sheva	Correctional Sergeant	No	\$103,391.86	7	
Corrections and Rehabilitation	Elbi	Fernard	Correctional Sergeant	Yes	\$112,720.92	11	
Corrections and Rehabilitation	Grant	Brenda	Correctional Technician	No	\$30,803.76	7	
Corrections and Rehabilitation	Brown	Andrea	Police Records Specialist 1	No	\$37,557.26	2	
Corrections and Rehabilitation	MacCuish	Dolores	Police Records Specialist 1	Yes	\$37,557.26	2	
Medical Examiner	Valdes Pages	Xavier	Systems Analyst/Prog 1	No	\$71,620.64	3	
Fire Rescue	Gause	Anthony	Captain	Yes	\$113,833.46	10	
Fire Rescue	Gray	Troy	Captain	No	\$119,450.24	2	
Fire Rescue	Sutton	Dale	Captain	No	\$121,344.86	3	
Fire Rescue	Harbin	Wilbur	Chief	Yes	\$136,790.42	5	
Fire Rescue	Perry	Paul	Chief	No	\$124,319.78	202	Assist w/NFIRS.
Fire Rescue	Guthery	Alvin	Commander	Yes	\$119,961.14	1	
Fire Rescue	Anderson	Nidia	Firefighter	Yes	\$90,370.80	9	
Fire Rescue	Andres	Barbara	Firefighter	Yes	\$82,464.46	351	Personnel would be assigned to the US&R warehouse to help manage the equipment, supply ordering, vehicle maintenance, medical cache monthly rotation and other duties to help maintain our readiness.
Fire Rescue	Andujar	Suzanne	Firefighter	Yes	\$82,587.44	61	Aviation Life Safety Bureau Assistant: Process plans, Schedule professional meetings, Schedule inspections, Answer phones, Process bureau time sheets and reconcile with staffing, Process and file daily inspector logs, FIPS/NOV data entry, Process hot works permits, Coordinate shut downs, Order supplies, Ongoing State of Florida inspector training, Assist the BOIC and inspectors daily activities, etc.
Fire Rescue	Arenson	Leslie	Firefighter	Yes	\$90,370.80	11	

* Does not include fringes
Information provided by agencies

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Fire Rescue	Armstrong	Kevin	Firefighter	No	\$82,464.46	18	Keystone Project/Mobile Command - assist in asset tracking, light cleaning.
Fire Rescue	Batista	Pedro	Firefighter	Yes	\$83,307.38	3	
Fire Rescue	Calvo	Ramiro	Firefighter	Yes	\$78,622.70	10	
Fire Rescue	Cameron	Scott	Firefighter	Yes	\$68,623.10	171	Hydrant Flow test, Plans intake Processor.
Fire Rescue	Campbell	Mary	Firefighter	No	\$87,228.44	39	Store - light cleaning, stocking items and assisting clerks.
Fire Rescue	Carson	Juan Pablo	Firefighter	Yes	\$86,447.92	5	
Fire Rescue	Cavallo	Jane	Firefighter	Yes	\$85,908.42	111	Tier 2 inspection (site surveys, data entry, dta development), PIT support (preparation, set-up, instruction), Large scale exercise planning/support (FEMA MS1, Turkey Point, etc., warehouse office clerical support.
Fire Rescue	Conward	Michael	Firefighter	Yes	\$81,987.36	11	
Fire Rescue	DeArmas	Alberto	Firefighter	Yes	\$81,987.36	19	Dive Rescue maintenance requests.
Fire Rescue	Diaz	Gabriel	Firefighter	No	\$85,908.68	115	Employees are responsible for conducting fire safety presentations, home safety inspections and installations of smoke alarms and fire extinguishers to increase the protection of property and life in various settings. Emphasis of the work is on the presentation of fire and life safety information and materials to educational, civic, commercial, industrial and health care groups.
Fire Rescue	Drummond	Alton	Firefighter	No	\$85,908.42	85	Graphic Design; create posters for MDRF, DVR duplication, Picasa pictures for web gallery, TIVO DUBS.
Fire Rescue	Fayed	Michelle	Firefighter	Yes	\$81,987.36	128	PIO assistance; communications-liaison & external website, Dial-A-Life, EMS liaison & external website, FP liaison & external website, primary for General Box, submits a monthly article on FL Fire Chief's Publications and JEMS, backup for clippings.
Fire Rescue	Fuentes	Vanessa	Firefighter	Yes	\$82,587.44	6	
Fire Rescue	Gelats	Esteban	Firefighter	No	\$82,587.44	4	
Fire Rescue	Gonzalez	Mario	Firefighter	No	\$82,464.46	37	Manages & coordinates MDRF's CISM Program, functioning as MDRF's CISM Liaison, as well as coordinates MDRF's Chaplaincy Program.

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Fire Rescue	Gray	Shani	Firefighter	Yes	\$78,622.70	158	Sort, separate, & collate according to date all the drugs sheets from all stations and EMS personnel. Assist w/EMS records, licensure, and certifications. Entering and approving class rosters, checking and maintaining personnel file folders, making sure personnel are current w/training, complete requests in person or via phone, answering or referring inquiries. Secures information by completing database backups, provides historical reference by utilizing filing and retrieval systems.
Fire Rescue	Greenfield	Erin	Firefighter	Yes	\$83,307.38	62	
Fire Rescue	Hay	Charley	Firefighter	Yes	\$89,789.18	75	
Fire Rescue	Hoar	Walter	Firefighter	Yes	\$78,622.70	6	
Fire Rescue	Jimenez	Marlon	Firefighter	No	\$79,222.78	11	
Fire Rescue	Johnson	Sheran	Firefighter	Yes	\$82,587.44	5	
Fire Rescue	Jones	Christopher	Firefighter	Yes	\$82,587.44	9	
Fire Rescue	King	Julie	Firefighter	No	\$90,370.80	122	
Fire Rescue	Leadbetter	Larry	Firefighter	Yes	\$75,482.16	76	
Fire Rescue	Leslie	Nayan	Firefighter	Yes	\$75,482.16	11	Assists North Ops Secretary with tracking complaints and accident packages. The North Ops Secretary only works 36hrs per week. FF King fills in for the secretary when she is not in the office and functions extremely well in this position.
Fire Rescue	McKnight	Reginald	Firefighter	Yes	\$71,465.42	2	

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Information provided by agencies

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Fire Rescue	Milton	Tanya	Firefighter	No	\$85,908.42	39	Responsible for assisting and responding to help tickets that are opened by Operations personnel in reference to recall, telephone, and radio issues. She troubleshoots over the phone with personnel and when the problem cannot be resolved she dispatches a technician from telecommunications or responds to the north end stations. Also assist in the battalion chief radio exchange program in Operations by delivering or picking up inoperative radios. In the near future, these personnel will also serve as station monitors when the fire station alerting system installations occur. They currently serve as station monitors when outside vendors are performing telecommunications work at the fire stations. This allows the vendor to continue working when the operations units must respond to emergency calls. Will also assist in the upcoming project of accounting for and recording information of every single radio (whether mobile and/or portable) by visiting stations and taking inventory. They will also assist in the deployment of the new portable radios to Operations.
Fire Rescue	Morales	Carlos	Firefighter	No	\$65,748.28	39	Fire Shop South - assist in stock room, light cleaning.
Fire Rescue	Ohara	Grey	Firefighter	Yes	\$85,908.42	41	Dive Rescue instructor.
Fire Rescue	Packler	Michael	Firefighter	No	\$89,352.64	110	Venue support, Sun Life, FIU, Fair.
Fire Rescue	Planas	Stephen	Firefighter	Yes	\$81,987.36	1	
Fire Rescue	Rivas	Pablo	Firefighter	No	\$75,482.16	37	MIT technical support.
Fire Rescue	Rodmore	Chad	Firefighter	Yes	\$94,703.44	14	Administrative / clerical assistant.
Fire Rescue	Rodriguez	Rosemarie	Firefighter	No	\$85,908.42	42	T-Comm - assist with office functions, asset tracking, light cleaning.
Fire Rescue	Roland	Almetha	Firefighter	Yes	\$89,352.64	112	MDFR Headquarter reception desk lead, greets public, answers phone, and incoming mail processing.

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Fire Rescue	Schlaegel	Genevieve	Firefighter	No	\$78,706.42	216	Responsible for assisting and responding to help tickets that are opened by Operations personnel in reference to recall, telephone, and radio issues. She troubleshoots over the phone with personnel and when the problem cannot be resolved she dispatches a technician from telecommunications or responds to the north end stations. Also assist in the battalion chief radio exchange program in Operations by delivering or picking up inoperative radios. In the near future, these personnel will also serve as station monitors when the fire station alerting system installations occur. They currently serve as station monitors when outside vendors are performing telecommunications work at the fire stations. This allows the vendor to continue working when the operations units must respond to emergency calls. Will also assist in the upcoming project of accounting for and recording information of every single radio (whether mobile and/or portable) by visiting stations and taking inventory. They will also assist in the deployment of the new portable radios to Operations.
Fire Rescue	Sloan	Phyllis	Firefighter	Yes	\$81,987.36	158	Employees are responsible for conducting fire safety presentations, home safety inspections and installations of smoke alarms and fire extinguishers to increase the protection of property and life in various settings. Emphasis of the work is on the presentation of fire and life safety information and materials to educational, civic, commercial, industrial and health care groups.
Fire Rescue	Taylor	Una	Firefighter	Yes	\$81,987.36	93	Aviation Life Safety Bureau Assistant: Process plans, Schedule professional meetings, Schedule inspections, Answer phones, Process bureau time sheets and reconcile with staffing, Process and file daily inspector logs, FIPS/NOV data entry, Process hot works permits, Coordinate shut downs, Order supplies, Ongoing State of Florida inspector training, Assist the BOIC and inspectors daily activities, etc.

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Fire Rescue	Trapero	Victor	Firefighter	Yes	\$78,622.70	51	Warehouse equipment management, liaising/assisting EM,MDPD EOD EOD, Special Events, Tier 2 inspections (site surveys, data entry), service request scheduling, ESF functions.
Fire Rescue	Vanburen	David	Firefighter	No	\$75,482.16	118	Assisting w/driver training program; organizing/development stage.
Fire Rescue	Williams	Alicia	Firefighter	Yes	\$91,090.74	18	Logistics Officer for Special Events Bureau.
Fire Rescue	Wilson	Keisha	Firefighter	Yes	\$85,908.68	63	Answers EMS Div phone, assists EMS Chief and OIC w/tasks, assist EMS Records & Recertification Office - input CEUs from class roster, screening of controlled drug sheets, processing of the EMT/Paramedic file review pending FDH audits, data entry, assists EMS Captains and other office personnel as needed.
Fire Rescue	Wilson-Cooney	Dawn	Firefighter	No	\$90,370.80	4	
Fire Rescue	Wrentz-Hudson	Debra	Firefighter	Yes	\$83,307.38	100	Assigned to the MDR Infection Control Office with the following responsibilities in each of the identified sub-sections: immunizations, EMS Infection Control Office duties, Resource FF, EMT-P, and RN in EMS IC Office.
Fire Rescue	Apana	Anil	Lieutenant	Yes	\$99,630.70	5	
Fire Rescue	Bower	Michael	Lieutenant	Yes	\$90,443.34	2	
Fire Rescue	Caride	Antonio	Lieutenant	No	\$108,793.36	9	
Fire Rescue	Crook	Carla	Lieutenant	No	\$94,680.30	146	Safety Appeals Board Secretary (Maria Jose PAR Holder) only at Fire Engineering on Tuesdays to assist OIC (clerical).
Fire Rescue	Cuminale	Michael	Lieutenant	Yes	\$94,680.30	6	
Fire Rescue	Exposito	Rolando	Lieutenant	Yes	\$99,630.70	5	
Fire Rescue	Gallardo	Gabriele	Lieutenant	Yes	\$99,630.70	1	
Fire Rescue	Green	Jimmie	Lieutenant	No	\$98,490.08	1	
Fire Rescue	Guiler	Christina	Lieutenant	Yes	\$99,630.70	13	Clerical and administrative support for ECAD.

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Fire Rescue	Hale	Marc	Lieutenant	Yes	\$101,026.12	88	Functions as the MDRF ePCR research & development coordinator.
Fire Rescue	Jean	Ronald	Lieutenant	Yes	\$90,443.34	20	Clerical type support in OEM.
Fire Rescue	Lamb	Mark	Lieutenant	Yes	\$103,021.36	1	
Fire Rescue	Lynch	Brian	Lieutenant	No	\$108,923.10	95	FF hiring proces and recruit instructor.
Fire Rescue	McCrea	Kevin	Lieutenant	Yes	\$100,394.58	68	Initially assigned to track radios; lapel mics and batteries at the North Office prior to reassignment of radios to the Battalion Chiefs in August. Lt McCrea assists with maintaining the Division Office.
Fire Rescue	Oliva	Damian	Lieutenant	Yes	\$94,680.30	10	
Fire Rescue	Perez	Edward	Lieutenant	No	\$94,680.30	11	
Fire Rescue	Perez	Julius	Lieutenant	No	\$99,630.70	67	Fire Shop North- administrative assistance, run errands for parts and equipment, light cleaning.
Fire Rescue	Piedrahita	Arnaldo	Lieutenant	No	\$99,630.70	61	PIO assistance; logistics liaison & external website, Operations Divs including Aviation liaison & external website, Special Ops liaison & external website, submits a monthly article to Fire Engineering & Firehouse Magazine, primary for Chief Downey's Facebook page.
Fire Rescue	Pozo	Rafael	Lieutenant	Yes	\$109,607.68	1	
Fire Rescue	Remedios	Jorge	Lieutenant	No	\$99,630.70	40	EMS Support RND, logistical support.
Fire Rescue	Rodriguez	Raul	Lieutenant	No	\$95,280.38	42	LOA/FMLA requests; ELP benefits requests.
Fire Rescue	Schaff	Robert	Lieutenant	Yes	\$104,212.42	17	Clerical administrative support in EMS Office.
Fire Rescue	Townsend	Ryan	Lieutenant	Yes	\$99,630.70	148	Administrative desk & non-labor intensive field work.
Fire Rescue	Trinchet	Alex	Lieutenant	No	\$95,280.38	154	Manages & coordinates MDRF's Elder-Links Program.
Property Appraisal	Caceres	Mayra	Real Estate Evaluator 1	No	\$46,455.50	5	Responsible for processing all incoming Offense/Incident Reports submitted by the special entities of the MDPD.
Police	Pena	Mayratta	Clerk 3	Yes	\$43,688.59	21	

* Does not include fringes
Information provided by agencies

**EMPLOYEES ON LIGHT DUTY AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY AGENCIES)**

AGENCY	LAST NAME	FIRST NAME	CURRENT TITLE	IS THE LIGHT DUTY A RESULT OF AN ON THE JOB INJURY? (Y/N)	CURRENT ADJUSTED ANNUAL SALARY*	NUMBER OF PAY PERIODS EMPLOYEE HAS BEEN ON LIGHT DUTY	COMMENTS
Police	Ross	Judith	Court Support Spec. 1	No	\$45,315.40	19	Works at a desk doing administrative and clerical work. Handles out the wrists reports.
Police	Tavantzis	Christ	Imaging Records Tech. Lead Worker	No	\$46,089.43	95	Batching and scanning Offense/Incident Reports and Criminal History paperwork.
Police	Blackshire	Walter	Pol. Prop. Evid. Spec. 1	Yes	\$49,075.00	123	He is working performing his job functions with the restrictions of not lifting 20 pounds.
Police	Wood	Laura	Police Captain	No	\$139,161.48	15	She is performing her job functions with the restrictions of not running or lifting.
Police	Basulto	Annette	Police Officer	No	\$94,338.61	45	Performs administrative duties (i.e. receiving and making phone calls regarding exposure incidents, filing paperwork and occasionally attends offsite meetings). Review police reports.
Police	Carnero	Ramces	Police Officer	Yes	\$65,897.79	21	
Police	Cook	Seymaronda	Police Officer	Yes	\$78,331.45	5	
Police	Cordero	Darlene	Police Officer	Yes	\$82,319.62	11	
Police	Dallas	Wanda	Police Officer	Yes	\$78,571.48	5	He is in a no duty status and wants to return to full duty.
Police	Fernandez	Henry	Police Officer	Yes	\$86,014.96	17	
Police	Gaborik	Courtney	Police Officer	No	\$82,079.63	12	
							Assigned to Special Events Unit (SEU). Assist with scheduling of personnel for large scale events and film jobs handling various incoming traces related to the SEU; assist in maintaining files relating to events at the Adrienne Arsh Center for the Performing Arts; administrative duties that include filing, typing, and organizing documents relating to SEU; assist SEU in the administration and Command Post functions at SEU operations; administration and data entry of payroll related to various SEU events.
Police	Garcia Rivera	Isabel	Police Officer	No	\$71,953.48	35	
Police	Greenbaum	Riki	Police Officer	No	\$75,249.64	17	Release from light duty status on 6/27/2013. Currently on maternity.
Police	Jordan	Alexander	Police Officer	No	\$63,492.75	6	
Police	Leon	Zasha	Police Officer	No	\$57,561.34	15	Review police reports.
Police	Mayorga	Oliver	Police Officer	Yes	\$60,228.15	8	
Police	Pardinas	Jaime	Police Officer	Yes	\$86,495.18	7	
Police	Perez	Layla	Police Officer	No	\$78,571.44	5	
Police	Rivera	Steve	Police Officer	Yes	\$71,953.48	13	
Police	Sykes	Cary	Police Officer	No	\$71,953.48	6	
Police	Valentin	John Paul	Police Officer	No	\$57,561.34	5	

EMPLOYEES ON LIGHT DUTY AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY AGENCIES)

AGENCY	LAST NAME	FIRST NAME	CURRENT TITLE	IS THE LIGHT DUTY A RESULT OF AN ON THE JOB INJURY? (Y/N)	CURRENT ADJUSTED ANNUAL SALARY*	NUMBER OF PAY PERIODS EMPLOYEE HAS BEEN ON LIGHT DUTY	COMMENTS
Police	Christmas	Joane	Police Records Specialist 1	No	\$34,683.48	104	Placed in the Technical Support Unit, assisting in administrative duties.
Police	Jerome	Monalisa	Police Records Specialist 1	No	\$39,123.76	189	She answers the phones, files and organizes worksheets and Commander's reports. She does citation transmittals. Also, assists other administrative personnel, with their administrative paperwork.
Police	Guerrero	Carmen	Police Records Technician 1	No	\$43,875.00	87	Responsible for on-line entry, modification, and cancellation of vehicle information into the Stolen Towed and Abandoned, Florida Crime Information Center and National Crime Information Center Systems.
Police	Baab	Heather	Police Sergeant	No	\$86,779.20	5	
Police	Griffin	Tyra	Police Sergeant	No	\$103,751.98	8	
Police	Rivera	Elisa	Secretary	No	\$44,207.55	147	Secretarial duties for the Central Records Bureau, answering telephones calls, distribution of Bureau correspondence, typing documents, i.e. letters, memorandums, employee evaluations.
Regulatory and Economic Resources	Alonso	Alain	Biologist 1	No	\$45,126.12	3	
Regulatory and Economic Resources	Lorenzo	Rogelio	Plumbing Inspector	Yes	\$80,165.54	2	
Regulatory and Economic Resources	Manasse	Marie	Pollution Control Insp 1	No	\$51,527.84	26	
Transit	Cunningham	Lisa	Bus Hostler	Yes	\$42,640.00	3	
Transit	Grace	Ulyesse	Bus Maint. Tech.	Yes	\$62,649.60	3	
Transit	Jean-Baptiste	Erick	Bus Maint. Tech.	No	\$62,649.60	10	Receives 90% of Salary
Transit	Joa	Antonio	Bus Maint. Tech.	Yes	\$64,708.80	1	
Transit	Anderson	Robert	Bus Operator	No	\$49,316.80	6	Receives 90% of Salary
Transit	Arrington	Sheri	Bus Operator	No	\$47,257.60	9	Receives 90% of Salary
Transit	Bush	Terrill	Bus Operator	No	\$49,316.80	8	Receives 90% of Salary
Transit	Carr	Elka	Bus Operator	Yes	\$38,854.40	1	Receives 90% of Salary
Transit	Cephus	Kimberly	Bus Operator	No	\$49,316.80	5	Receives 90% of Salary
Transit	Claro	Luis	Bus Operator	Yes	\$44,990.40	1	Receives 90% of Salary
Transit	Crummell	Kimberly	Bus Operator	No	\$38,854.40	5	Receives 90% of Salary
Transit	Cruz	Yadira	Bus Operator	No	\$31,990.40	1	
Transit	Dixon	Pamela	Bus Operator	Yes	\$40,809.60	4	Receives 90% of Salary
Transit	Elliton	Rhonda	Bus Operator	No	\$47,257.60	1	Receives 90% of Salary
Transit	Foster	Ernel	Bus Operator	Yes	\$47,236.80	3	
Transit	Frazier-Kemp	Shenika	Bus Operator	No	\$37,024.00	4	Receives 90% of Salary
Transit	Gibson	Barbara	Bus Operator	No	\$47,257.60	4	
Transit	Gil	Dario	Bus Operator	Yes	\$26,001.30	4	
Transit	Gilchrist	Ann	Bus Operator	No	\$42,868.80	4	Receives 90% of Salary
Transit	Gonzalez	Alberto	Bus Operator	No	\$31,990.40	2	Receives 90% of Salary

* Does not include fringes
Information provided by agencies

EMPLOYEES ON LIGHT DUTY AS OF 9/5/2013
(AS PER INFORMATION PROVIDED BY AGENCIES)

AGENCY	LAST NAME	FIRST NAME	CURRENT TITLE	IS THE LIGHT DUTY A RESULT OF AN ON THE JOB INJURY? (Y/N)	CURRENT ADJUSTED ANNUAL SALARY*	NUMBER OF PAY PERIODS EMPLOYEE HAS BEEN ON LIGHT DUTY	COMMENTS
Transit	Gort	Lucia	Bus Operator	Yes	\$35,276.80	3	
Transit	Hanna	Alberta	Bus Operator	No	\$49,316.80	2	Receives 90% of Salary
Transit	Heria	Beatriz	Bus Operator	Yes	\$47,236.80	4	
Transit	Jackson	Delinia	Bus Operator	No	\$45,011.20	4	Receives 90% of Salary
Transit	Jenkins	Stevie	Bus Operator	Yes	\$49,316.80	1	
Transit	Johnson	Dahmal	Bus Operator	No	\$23,592.92	1	Receives 90% of Salary
Transit	Johnson	William	Bus Operator	Yes	\$47,236.80	11	
Transit	Jones	Taronda	Bus Operator	No	\$37,024.00	2	Receives 90% of Salary
Transit	Love-Minnis	Chantell	Bus Operator	No	\$45,011.20	2	Receives 90% of Salary
Transit	Lucas	Flavia	Bus Operator	No	\$44,990.40	1	Receives 90% of Salary
Transit	McFarlane	Dianne	Bus Operator	Yes	\$40,830.40	11	
Transit	Merovvil	Marcey	Bus Operator	No	\$40,809.60	1	Receives 90% of Salary
Transit	Nicks	David	Bus Operator	No	\$40,809.60	3	Receives 90% of Salary
Transit	Padgett	Katrina	Bus Operator	No	\$40,830.40	2	Receives 90% of Salary
Transit	Perez	Diomedes	Bus Operator	No	\$42,827.20	1	Receives 90% of Salary
Transit	Pierre	Jimmie	Bus Operator	No	\$49,316.80	1	Receives 90% of Salary
Transit	Pratt-Reid	Pamela	Bus Operator	Yes	\$42,827.20	4	
Transit	Pryce	Laton	Bus Operator	No	\$49,316.80	8	Receives 90% of Salary
Transit	Rogers	Tiara	Bus Operator	No	\$45,011.20	5	Receives 90% of Salary
Transit	Ross	Wandra	Bus Operator	Yes	\$49,316.80	9	
Transit	Sands	Tangela	Bus Operator	No	\$49,316.80	1	Receives 90% of Salary
Transit	Wiley-Taylor	LaVera	Bus Operator	No	\$49,316.80	4	Receives 90% of Salary
Transit	Wilfork	Tangela	Bus Operator	No	\$35,256.00	1	
Transit	Wilson	Ronessa	Bus Operator	No	\$49,316.80	3	Receives 90% of Salary

* Does not include fringes
Information provided by agencies

Attachment 4

CHAPTER 14 - PART 4 - INJURIES AND PHYSICAL EXAMINATIONS

I. GENERAL

SECTION 1 - RECORDING MAJOR AND MINOR INJURIES

I. GENERAL

- A. Reporting Major Injuries
- B. Recording Minor Injuries
- C. Florida Department of Labor and Employment Security, Log and Summary of Occupational Injuries, Diseases and Illnesses

SECTION 2 - THE HEART BILL

I. GENERAL

II. HEART BILL RELATED CLAIMS

- A. General

SECTION 3 - PHYSICAL EXAMINATIONS

I. GENERAL

- A. Biennial Physical Examinations
- B. Performance-Related Examinations
- C. Temporary Light Duty
- D. Permanent Inability to Perform in Full-Duty Status

ANNEXES

- A. First Report of Injury or Illness
- B. Supervisor's Investigation Report of Employee Job Injury or Illness
- C. Employer's Supplemental Report of Injury
- D. Minor Injury Report
- E. First Aid and Minor Injury Log
- F. Florida Department of Labor and Employment Security, Log and Summary of Occupational Injuries, Diseases and Illnesses
- G. Fitness for Duty-Physical Examination Request
- H. Light Duty Quarterly Report
- I. Physician's Release Form

CHAPTER 14 - PART 4 - INJURIES AND PHYSICAL EXAMINATIONS

I. GENERAL:

The Miami-Dade Police Department (MDPD) recognizes that law enforcement is a stressful career. As a result, members of MDPD may sustain major and minor job-related injuries which require proper classification, reporting, and accountability.

Satisfactory health and physical fitness must be maintained by all departmental employees both on and off duty. This will ensure that the required level of service will be provided to the citizens of Miami-Dade County, with a minimum amount of injuries during stressful or physical activity. Health and fitness is directly related to the nature of the work performed and is evaluated by a thorough physical examination conducted by a Miami-Dade County contracted health facility, in accordance with the Americans with Disabilities Act (ADA) of 1990. [CALEA 22.3.2]

In order to monitor and maintain the physical well being of personnel, special risk employees will receive an obligatory physical examination every 24 months. [CALEA 22.3.1]

Fitness-for-duty physical examinations are at the Department's discretion and apply to all employees. In order to make a determination regarding an employee's fitness for duty, the concerned element commander, supervisor of an office reporting to the Director's Office, or higher departmental authority, can direct the employee to submit to such examination. The physical examination will be provided at no cost to the employee. [CALEA 22.3.1]

SECTION 1 - RECORDING MAJOR AND MINOR INJURIES

I. GENERAL:

Major injuries are those injuries or exposures to illness or disease that require professional medical attention; e.g., treatment from a physician or other licensed medical health professional, or result in lost time from work. If an injury or exposure neither requires professional medical attention nor results in lost time from work, it is considered to be minor.

The employee shall notify his immediate supervisor, or any supervisor if the immediate supervisor is not available, without delay, upon sustaining an injury in the course of duty. As soon as practicable upon notification of the injury (however, no later than the end of the injured employee's work shift), a supervisor shall document the injury in accordance with the classification of the injury; i.e., either major or minor. If the injury is an emergency, treatment is authorized immediately. If treatment is required after the date of the accident or for follow-up treatment, General Services Administration Risk Management must be contacted for approval.

A. Reporting Major Injuries:

1. TeleClaim: When injuries occur that require professional medical attention or result in lost time from work, the supervisor will contact TeleClaim at telephone number, 1-877-MDC-RISK (1-877-632-7475) as soon as possible after the accident, but no later than the end of the injured employee's shift. TeleClaim is available 24 hours a day, 7 days a week. The supervisor must be able to provide the employee's social security number and will be asked general questions about the injured employee and specific questions about the accident. A Notice of Injury Report will be mailed by TeleClaim to the employee's home address. If the employee disagrees with the Notice of Injury Report, points of contention may be raised via memorandum to General Services Administration, Risk Management Division. The supervisor should obtain the name of the TeleClaim operator and the date and time of the contact.
2. First Report of Injury or Illness (Annex A): A First Report of Injury or Illness should be completed by the concerned supervisor only if the employee is not in the TeleClaim data base or the supervisor is unable to contact a TeleClaim representative because of equipment failure.
3. Supervisor's Investigation Report of Employee Job Injury or Illness (Annex B): A Supervisor's Investigation Report of Employee Job Injury or Illness shall be completed by the concerned supervisor who will ensure that all entries on the report (and on the First Report of Injury or Illness if needed) are factual and appropriate, and that the report(s) are signed in the correct spaces. If the injured employee is unavailable to sign the form(s), the supervisor shall indicate NOTAVAILABLE in the spaces designated for the employee's signature. The commander or supervisor of the affected element will also ensure that copies of the completed forms are distributed as indicated below within seven calendar days of the date of injury.

4. Distribution of First Report of Injury or Illness (if applicable):
 - a. White and canary copies to the General Services Administration, Risk Management Division.
 - b. Gold copy to injured employee.
 - c. Pink copy to be included in the injured employee's departmental personnel file at the location of assignment.
5. Distribution of Supervisor's Investigation Report of Employee Job Injury or Illness:
 - a. White and yellow copies to the Personnel Management Bureau (PMB) where a Wage Statement report will be prepared for injuries resulting in lost time from work. PMB will then forward the Wage Statement report and the white and canary copies to the General Services Administration, Risk Management Division.
 - b. Gold copy to injured employee.
 - c. Pink copy to be included in the injured employee's departmental personnel file.
6. Employer's Supplemental Report of Injury (Annex C): The Employer's Supplemental Report of Injury will be completed by the injured employee's supervisor and sent to PMB, who will forward it to General Services Administration, Risk Management Division, (with a machine copy included in the employee's departmental personnel file) within 48 hours of any of the following:
 - a. The employee loses time from work or receives professional medical attention, including time spent undergoing rehabilitative physical therapy, as a result of a previously reported injury. In these instances, the employee is required to visit a County-approved physician or other medical professional and have the attending professional sign a notice that describes any treatment or therapy provided or forthcoming and that authorizes the employee to return to work. This notice shall be presented to the employee's supervisor upon his return to work. The employee's supervisor will assist the injured employee in contacting the General Services Administration, Risk Management Division at (305) 375-4280, to request approval of physicians and other medical professionals prior to seeking treatment. The employee will be responsible for payment for treatment provided by medical professionals not approved in advance by the General Services Administration, Risk Management Division.
 - b. The employee returns to work (regardless of light or normal duty). At this time, the supervisor shall attach the notice completed by the County-approved attending medical professional that describes treatment or therapy provided or forthcoming and authorizes the employee's return to work, and any other related documentation, to the Employer's Supplemental Report of Injury. All documentation is to be sent to PMB who will forward the package to the General Services Administration, Risk Management Division.

B. Recording Minor Injuries:

If an injury does not require professional medical treatment or result in lost time from work, the Minor Injury Report (Annex D) and the First Aid and Minor Injury Log (Annex E) shall be completed by the concerned supervisor as soon as practicable. These documents, which may be handwritten, shall contain sufficient information to complete a Supervisor's Investigation Report of Employee Job Injury or Illness should the injury worsen to the extent where professional medical treatment is required or lost time from work results. The supervisor shall verify the minor injury, provide the requested information, and sign the documents in the appropriate spaces.

1. The Minor Injury Report will be maintained in the injured employee's departmental personnel file. No other copies of this report shall be distributed.
2. The First Aid and Minor Injury Log will be kept where departmental administrative files are maintained; e.g., district station, bureau, section.
3. Minor injury information may be recorded on a computer, provided the format captures all of the information addressed on both the First Aid and Minor Injury Log and the Minor Injury Report. As with

the Minor Injury Report, computer-recorded information concerning each minor injury shall be immediately printed and placed into the injured employee's departmental personnel file with each occurrence. Summarized minor injury information maintained by computer shall be printed on a monthly basis and stored in the concerned element's administrative files to facilitate reference and to prevent accidental loss of this data through the computer.

4. If the employee subsequently requires medical attention or loses time due to a minor injury the procedures outlined in Section 1, I.A., Reporting Major Injuries, will be followed. A copy of the Minor Injury Report as well as a memorandum explaining the delay between date of injury and the TeleClaim notification, must be forwarded to PMB with the white and yellow copies of the Supervisor's Investigation Report of Employee Job Injury or Illness.

C. Florida Department of Labor and Employment Security, Log and Summary of Occupational Injuries, Diseases and Illnesses:

The Florida Department of Labor and Employment Security, Log and Summary of Occupational Injuries, Diseases and Illnesses, SAF-200 Log (Annex F), will be maintained at each work location; i.e., district or bureau, or section if separate from main bureau, whenever an employee is injured on the job. Additional SAF-200 logs are available from PMB.

Incidents reported to TeleClaim or on the First Report of Injury or Illness must also be recorded on the SAF-200 Log. An incident reported on the First Aid and Minor Injury Log would not be recorded on the SAF-200 Log unless TeleClaim was notified or a First Report of Injury or Illness was subsequently completed for that incident. The SAF-200 Log must be maintained on a calendar year basis, and logs must be retained at the work location for three years. Instructions for completion are as follows:

1. Company name: Enter MDPD.
2. Establishment name: Enter district/bureau/section.
3. Establishment address: Enter address of district/bureau/section.
4. Case or file number: Each district/bureau/section shall number these sequentially.
5. Date of injury or onset of disease or illness: Enter month/day.
6. Employee's name: Enter first name or initial, middle initial, last name.
7. Occupation: Enter job classification (e.g., Police Officer/Word Processing Operator/Administrative Secretary).
8. Department: Enter section within the district/bureau (e.g., General Investigations Unit, Uniform).
9. Description of injury, disease, or illness: Enter a brief description of the injury, disease or illness.
10. Fatalities: Enter date of death by month/day/year.
11. Box (h) Lost Workdays: Enter a CHECK if injury involves days away from work or restricted work activity.
12. Box (i) Lost Workdays: Enter number of days away from work.
13. Box (j) Restricted Work Activities: Enter number of days of light or restricted duty.

SECTION 2 - THE HEART BILL

I. GENERAL:

The Miami-Dade County Board of County Commissioners adopted Resolution Number R-885-96, Recognizing the Heart Disease and Hypertension Presumption for Sworn Law Enforcement Officers. The resolution provides that heart disease or hypertension shall be presumed to be accidental and suffered in the line of duty and directs that said presumption shall be applied to the evaluation and determination of workers' compensation claims of sworn law

enforcement officers employed by Miami-Dade County as to all accidents arising on or after October 1, 1996.

This presumption shall be subject to the conditions and limitations provided in Section 112.18, Florida Statutes. The statute states that any condition or impairment of health caused by heart disease or hypertension resulting in total or partial disability or death shall be presumed to have been accidental and suffered in the line of duty unless the contrary be shown by competent evidence.

II. HEART BILL RELATED CLAIMS:

A. General:

It is incumbent upon all sworn law enforcement officers exhibiting any symptoms of hypertension or heart disease, on or off-duty, to file a claim through the Workers' Compensation TeleClaim System.

1. If you are diagnosed with hypertension and/or heart disease, you must notify your supervisor or a supervisor at your unit of assignment about your condition.
2. The procedure for Workers' Compensation claims must be followed by calling the toll free TeleClaim number, 1-877-MDC-RISK (1-877-632-7475). The notified supervisor is responsible for making the notification.
3. Failure to comply with the reporting procedure may affect the employee's coverage under the Workers' Compensation law.
4. Payment of bills for unauthorized treatment for conditions covered by this resolution will be the responsibility of the employee.

SECTION 3 - PHYSICAL EXAMINATIONS

I. GENERAL:

PMB is responsible for scheduling all physical examinations. The Department shall have the right to require substance analysis as part of any required physical examination, in accordance with County procedures and within the purview established by current collective bargaining agreements.

A. Biennial Physical Examinations:

1. Scheduling:

- a. Employees will be notified in writing through the affected chain-of-command at least seven days prior to the appointment.
- b. Examinations will be scheduled on weekdays. PMB will consult the Witness Information System (WIS) and endeavor to avoid scheduling examinations which conflict with employees' regular days off.
- c. After the completion of Phase 1 of the examination, the employee will schedule Phase 2 while at the examining facility. Appointments will usually be scheduled three days after completion of Phase 1 and will be mutually agreed upon by the employee and the examining facility.

2. Rescheduling:

Personnel who reschedule examinations because of personal or operational requirements will comply with the following procedures:

- a. Within three working days after notification of the scheduled physical examination, the employee will notify his element commander via memorandum through the appropriate chain-of-command, explaining why rescheduling is necessary and providing an alternate date for the appointment. Upon approval, the element commander will forward a memorandum to PMB indicating the reason for rescheduling the appointment.
- b. If the scheduled physical examination must be canceled within three working days of the appointment date, in addition to the procedures in 2. a., above, a supervisor in the employee's chain-of-command will telephonically contact PMB and advise of the cancellation.

- c. PMB will reschedule based upon the information provided in the memorandum from the element commander.
 - d. PMB will provide written confirmation of the new appointment date to the employee via memorandum through the affected chain-of-command.
3. Failure to Appear:
- If an employee fails to appear for either Phase 1 or Phase 2 of a physical examination, or does not reschedule an appointment, PMB will notify the appropriate element commander via memorandum.

B. Performance-Related Examinations:

1. Supervisory Referral: Should a supervisor have a reasonable suspicion that an employee is, or has been, impaired or under the influence of a substance, is abusing a substance, or is in violation of Miami-Dade County or departmental direction or rules regarding the use of a substance, the procedures established under **Substance Abuse**, must be followed. If other problems interfering with work are apparent to a supervisor, an employee may also be required to undergo a fitness-for-duty physical examination.
 - a. The appropriate supervisor will telephonically contact the PMB Commander and relate specific concerns about the employee and the need for requesting the examination. A follow-up memorandum will be prepared and forwarded through the chain-of-command to the PMB Commander.
 - b. A Fitness For Duty-Physical Examination Request form (Annex G) will be prepared by the requesting element, submitted to the appropriate division chief and PMB, which will forward the request to the Miami-Dade County Human Resources Department in order to schedule the examination. The Miami-Dade County Human Resources Department will furnish appointment information to PMB.
 - c. PMB will notify the requesting element via telephone, and follow-up with a Fitness For Duty-Physical Examination Request package containing the date, time, and location of the scheduled examination.
 - d. The commander of the requesting element will issue written direction to the employee to report to the examining facility with copies of pertinent medical reports, if appropriate.
2. Failure to Comply: Should the employee fail to appear or to bring required medical reports as directed, thereby necessitating rescheduling, appropriate disciplinary action shall be considered.

C. Temporary Light Duty:

Light-duty status is a restricted duty job assignment status which enables employees, who are temporarily incapacitated, to perform in a job assignment that involves less demanding duties than required by their regular assignments. This status provides a recuperation period for employees until they can resume their regularly assigned duties.

1. Notification:
 - a. Light duty as a result of a fitness-for-duty physical examination:
 - (1) Should a County-appointed physician determine that the employee be placed on light-duty status, immediate notification shall be made to the Miami-Dade County Human Resources Department, which will telephonically advise PMB of the employee's light-duty status. The physician shall describe specific restrictions for the employee in a Work Status Report which is forwarded by Miami-Dade County Human Resources Department to PMB along with a written memorandum. This memorandum serves to confirm the verbal notification.
 - (2) PMB shall telephonically advise the element commander, or designee, supervisor of an office reporting to the Director, or higher departmental authority, of the employee's light-duty status. A written memorandum confirms the verbal notification. The affected element shall place the employee on light-duty status and assign job functions in accordance with specific restrictions described by the physician.

- (3) The employee shall take appropriate action to alleviate the problem; e.g., obtain treatment from personal physician, undergo treatment for the problem. After successful treatment, a report and release from the employee's personal physician will be delivered to the County-appointed physician.
 - (4) When appropriate, the County-appointed physician will issue a statement releasing the employee to full-duty status. The County can mandate a follow-up examination with a County-appointed physician prior to release to full-duty status.
 - (5) The physician will notify Miami-Dade County Human Resources Department of the employee's release to full-duty status. Miami-Dade County Human Resources Department will telephonically advise PMB. A written memorandum will confirm the verbal notification.
 - (6) PMB shall telephonically advise the affected employee's element, then forwards a written memorandum to the employee's element releasing the employee to full-duty status.
- b. Light duty as a result of an on-the-job injury:
- (1) The County-approved physician recommends light-duty status and provides a written statement describing specific restrictions for the employee.
 - (2) The County-approved physician telephonically notifies General Services Administration, Risk Management Division, of the recommended light-duty status. A written memorandum confirms the notification.
 - (3) General Services Administration, Risk Management Division, telephonically notifies PMB which will contact the employee's element commander, or designee, supervisor of an office reporting to the Director, or higher departmental authority, of the employee's light-duty status. A written memorandum confirms the notification.
 - (4) The affected departmental element places the employee on light-duty status and assigns job functions in accordance with specific restrictions described by the physician.
 - (5) The employee is scheduled for a follow-up examination by PMB with the County-approved physician prior to release to full-duty status.
 - (6) The employee's supervisor ensures that all required forms and notifications are completed in accordance with Section 1, Recording Major and Minor Injuries.
- c. Light duty as a result of an off-duty injury/illness:
- (1) The employee is examined by his personal physician and obtains a written statement recommending light-duty status. The written statement includes specific restrictions for the employee and date the employee can return to full-duty status or date of follow-up examination.
 - (2) The employee gives the notification to the element commander, supervisor of an office reporting to the Director, or higher departmental authority, via chain-of-command. A copy of the physician's written statement will be forwarded to PMB.
 - (3) The affected departmental element places the employee on light-duty status and assigns job functions in accordance with the specific restrictions described by the physician.
2. Employees in a light-duty status shall not:
- a. Drive marked police vehicles.
 - b. Wear departmental uniforms, or display departmental paraphernalia or equipment on their person, in the classifications of:

- (1) Any sworn position
 - (2) Public Service Aide
 - c. Perform tasks that may aggravate or prolong their condition.
 - d. Work in an off-regular-duty status.
 - e. Work overtime performing duties not assigned or inconsistent with their light-duty assignment.
 - f. Employee Identification Cards will be worn in accordance with Employee Identification.
3. Job Assignments: Element commanders shall make every effort to locate an appropriate assignment within their command for an employee placed in light-duty status. If the affected element lacks an appropriate opening for the employee, other elements within the Department may be contacted by the affected element commander and requested to locate an appropriate assignment within their command.
- Inability to wear an MDPD uniform in uniform assignments does not automatically equate to being on a light duty status. For additional information concerning procedures for pregnant employees, see **Family and Medical Leave**.
- Light-duty tasks may include, but are not limited to:
- a. Telephone report taking or writing
 - b. Records filing and maintenance
 - c. Computer entry and operation
 - d. Office administration
4. Review of Light-Duty Status: The employee is required to undergo follow-up medical or psychological examinations as prescribed by the physician and provide reports as necessary and in accordance with **Health and Welfare Assistance**. The affected immediate supervisor and concerned element's health and welfare officer will review medical reports concerning the employee's light-duty status biweekly and document their findings.
5. Report Light Duty Cases: Element Commanders will submit a Light Duty Quarterly Report (Annex H), identifying each employee who is in a light duty status to the PMB Commander on a quarterly basis. The report is due to PMB by the 10th day of January, April, July and October of each year. PMB will prepare a quarterly report, utilizing the collected information, for the Departmental Assistant Directors.
6. Return to Duty: When an employee is able to return to full-duty status, the employee shall have a Physician's Release Form (Annex I), or a comparable release form, completed by the employee's physician and then submit it to the affected supervisor. The concerned supervisor is responsible for notifying PMB of this action.

D. Permanent Inability to Perform in Full-Duty Status:

1. Pursuant to the fitness-for-duty procedures, if a County-appointed/approved physician determines that the employee has reached maximum medical improvement, but has a permanent impairment, the following actions will be taken:
 - a. The Department, through PMB and Miami-Dade County Human Resources Department, will obtain medical certification from the County-appointed/approved physician documenting the employee's physical condition, the fact that the employee has reached maximum medical improvement, and specific restrictions.
 - b. The concerned supervisor, element commander, and PMB Commander, will review the medical certification restrictions to ascertain if they prevent the employee from performing job functions as described in the employee's job description. If necessary, the concerned command staff will meet with the physician to discuss the medical certification and necessary job restrictions.

- c. If the employee is unable to perform essential job functions as outlined in the Miami-Dade County Human Resources Department job descriptions, PMB will advise the employee of available options as follows:
 - (1) The employee will be given the option of an alternate job placement in a classification which the employee is able to perform essential job functions. The employee, along with a PMB representative, shall consult with General Services Administration, Risk Management Division, to determine benefits and procedures and advise of possible eligibility for long-term disability benefits in accordance with the Code of Miami-Dade County, Section 2-56.24, Long-term benefits. Employment opportunities within other departments shall be determined in consultation with the Miami-Dade County Human Resources Department.
 - (2) The employee will be presented with a Letter of Options.
 - (3) The employee may elect to retire or resign.
 - d. If none of the above options are selected, the employee will be terminated in accordance with Miami-Dade Personnel Rules for the Classified Service, Chapter VIII, Section 7C.
2. Alternate Job Placement Requirement: If the employee chooses to apply for placement in an alternate job classification, the Department will request that the County-appointed/approved physician review the essential job functions of the proposed position and certify that the employee is physically/psychologically able to perform the essential functions of the new classification/position.

II. ANNEXES:

- A. First Report of Injury or Illness
- B. Supervisor's Investigation Report of Employee Job Injury or Illness
- C. Employer's Supplemental Report of Injury
- D. Minor Injury Report
- E. First Aid and Minor Injury Log
- F. Florida Department of Labor and Employment Security, Log and Summary of Occupational Injuries, Diseases and Illnesses
- G. Fitness for Duty-Physical Examination Request
- H. Light Duty Quarterly Report
- I. Physician's Release Form

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D.S.O.P. NO. 6-041

	SUBJECT: EMPLOYEE FITNESS POLICY AND PROCEDURE	
	EFFECTIVE DATE: April 12, 2004	
	SUPERSEDES: August 22, 1997	
	RELATED ACA STANDARDS: 3-ALDF-1C-01, 3-ALDF-1C-14, 2-CO-1C-01	
RELATED REFERENCES: D.S.O.P #6-012,6-015,6-028, Applicable Collective Bargaining Agreements and Americans with Disabilities Act of 1990		

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I. POLICY

It is the Department's policy that employees maintain a satisfactory level of health and physical fitness necessary to perform the full scope of duties and responsibilities of their respective job classification.

II. PROCEDURAL GUIDELINES

Special risk personnel will receive an obligatory physical examination every 24 months. The Department has the right to require substance analysis as part of any required physical examination. Testing will be conducted in accordance with County procedures and within the purview established by current collective bargaining agreements.

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Restricted duty is a temporary status. Due to the limited number of assignments that can accommodate employees with work restrictions, employees injured on the job will be given preference. At the discretion of the Department Director the availability of these assignments is subject to change. Guidelines have been developed in accordance with the American with Disabilities Act to benefit the Department and employees.

A. ELIGIBILITY

Employees who become injured and satisfy the following conditions for a restricted duty assignment are eligible for placement consideration.

1. Employees Injured on the Job

- a. The employee must be a full-time employee.
- b. The employee must provide the appropriate medical documentation, which includes the following:
 - (1) A medical release to restricted duty from a personal/County physician or both;
 - (2) The reason why the employee cannot perform the essential job functions, the job restrictions, and if possible, the expected recuperative duration.
- c. The illness, injury, or recuperation period must be temporary in nature.

Note: If all of the above conditions are not satisfied the employee will be placed on sick injury leave pending Risk Management Division approval.

2. Employees Injured off the Job

- a. The employee must be a full-time permanent employee.
- b. The employee must have been employed with the Miami-Dade Corrections and Rehabilitation Department at least one year and have worked at least 1250 hours in the last 12 months.
- c. The employee must provide the appropriate medical documentation, which includes the following:

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- (1) A medical release to restricted duty from a personal/County physician or both;
- (2) The reason why the employee cannot perform the essential job functions, the job restrictions, and if possible, the expected recuperative duration.

d. The illness, injury, or recuperation period must be temporary in nature.

Note: If all of the above conditions are not satisfied the employee will be placed on compulsory leave utilizing the employee's accrued leave.

B. LIMITATIONS

An employee recuperating from a job related injury may be placed in a restricted duty assignment for up to six (6) months. If at the end of the six-month restricted duty period, it has been determined by the employee's physician that the employee cannot return to a full duty capacity; and upon request from the employee via written notification through the affected chain-of-command, the Department Director may authorize up to an additional six (6) months not to exceed a total of twelve (12) month accommodation period.

An employee recuperating from a non-job related injury may be placed in a restricted duty assignment for up to three (3) months. If at the end of the three month restricted duty period, it has been determined by the employee's physician that the employee cannot return to a full duty capacity; and upon request from the employee via written notification through the affected chain-of-command, the Department Director may authorize up to an additional three (3) months not to exceed a total of six (6) month accommodation period.

When a medical examination determines that an employee is able to resume and perform the essential job functions of their classification and the employee fails to do so, all benefits of the temporary restricted duty program shall be immediately terminated. The required medical reports are to be submitted to the Personnel Bureau immediately upon receipt. Continued refusal by an employee to report to full duty as directed, may result in disciplinary action, up to and including termination from Miami-Dade County.

C. SCHEDULING

The Personnel Bureau (PB) is responsible for scheduling biennial physical examinations for special risk employees.

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1. Employees will be notified in writing through the affected chain-of-command at least seven (7) days prior to the appointment.
2. Examinations will be scheduled on weekdays.
3. After the completion of Phase 1 of the examination, the employee will schedule Phase 2 while at the examining facility. Appointments will usually be scheduled three (3) days after completion of Phase 1 and will be mutually agreed upon by the employee and the examining facility.

D. RESCHEDULING

Personnel required to reschedule examinations because of personal or operational responsibilities will comply with the following procedures:

1. Within three (3) working days after notification of the scheduled physical examination the employee will notify the PB, via written notification through the affected chain-of-command, explaining why rescheduling is necessary and providing an alternative date for the appointment;
2. The PB will reschedule the appointment based on the information provided in the memorandum from the employee and approved by their Facility Supervisor/Bureau Commander or higher level authority;
3. The PB will provide written confirmation of a new appointment date to the employee, via memorandum through the affected chain-of-command.

E. FAILURE TO APPEAR

If an employee fails to appear for either Phase 1 or Phase 2 of a physical examination or does not reschedule an appointment, the PB will notify the appropriate Facility Supervisor/Bureau Commander via memorandum. Should the employee fail to appear or to provide proper justification, appropriate disciplinary action may be considered.

F. PERFORMANCE RELATED EXAMINATIONS

1. SUPERVISORY REFERRAL

Should a supervisor have a reasonable suspicion that any employee is or has been impaired or under the influence of a substance, abusing a substance or

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is in violation of Miami-Dade County or Departmental directives or rules regarding the use of a substance, the procedures established under DSOP #6-012 "Substance Abuse" must be followed. Fitness for duty physical examinations will be at the Department's discretion and apply to all employees. In order to make a determination regarding an employee's fitness for duty, a Division Chief, supervisor of an office reporting to the Director's Office or higher Departmental authority can direct the employee to submit to such examination. The physical examination will be provided at no cost to the employee. If other problems interfering with work are apparent to a supervisor, an employee may be required to undergo a fitness for duty physical examination. A fitness for duty examination consists of a medical and/or psychological examination.

- a. The PB Commander will be advised, via memorandum from the employee's chain-of-command, of the specific concerns about the employee and the need for requesting the examination (medical and/or psychological).
- b. The PB will review the submitted memorandum. If the information warrants a fitness for duty physical examination for the employee, the PB will contact the Miami-Dade County Employee Relations Department (ERD), Administrative Services Division (ASD) for authorization. If the information is not warranted and sufficient, PB may return the memorandum requesting additional information.
- c. The PB will prepare the Fitness for Duty Physical Examination Request Form (Attachment I). The PB will forward the request to the ASD, who in turn will schedule the examination. The ASD will furnish appointment information to the PB.
- d. The PB will notify the requesting Facility Supervisor/Bureau Commander via telephone, and follow-up with a memorandum advising to have the employee report to the PB for specific instructions concerning the fitness for duty examination.

2. FAILURE TO COMPLY

Should the employee fail to appear or to bring required medical reports as directed, thereby necessitating rescheduling, appropriate disciplinary action may be considered.

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G. TEMPORARY RESTRICTED DUTY

Temporary restricted duty status enables employees to perform a job assignment that does not include the full scope of duties and responsibilities of their job classification. There are no budgeted restricted duty positions. Eligible and qualifying employees may be temporarily assigned to a restricted duty assignment provided they possess the knowledge, skills, and abilities to perform many, if not all of the duties of the placement assignment. Employees will be assigned to duties consistent with their job classification.

1. CRITERIA

The following criteria will apply:

- a. General Services Administration (GSA) Risk Management Division makes determinations as to whether an injury/illness will be classified as an on-the-job injury;
- b. Employees injured on the job will receive preference over those injured off the job;
- c. Employees will be assigned responsibilities according to their restrictions as well as the availability of job assignments;
- d. The availability of job assignments may include a change of days off, shift, and/or facility;
- e. In order for an injured employee to be assigned restricted duty within a specialty unit, the employee must have completed specialty-training requirements for the position or be assigned to a position that does not require specialized training;
- f. Employees in a restricted duty status shall not:
 - (1) Perform tasks that may aggravate or prolong their conditions;
 - (2) Work in an off-regular-duty status e.g. Youth Fair, Honor Guard details.

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2. NOTIFICATION

a. Restricted duty as a result of an on-the-job injury:

- (1) The employee's supervisor ensures that all required forms are completed in accordance with DSOP #6-035 "Recording Major and Minor Employee Injuries."
- (2) The County approved physician recommends restricted duty status and provides medical documentation describing the employee's specific restrictions, duration and prognosis and date the employee can return to full-duty status or date of follow-up examination. The employee is not authorized to report to work prior to obtaining clearance and placement by the PB.
- (3) The employee shall make an appointment with the PB. At the time of the appointment, the employee must provide medical documentation describing the employee's specific restrictions, duration and prognosis. The PB will provide the employee with a Restricted Duty Follow-up memorandum (Attachment II) and a Physician's Statement (Attachment III). Appointments will be available Monday through Friday between the hours of 8 a.m. and 5 p.m. excluding County holidays.

Note: If the employee's first day back to work following recommended restricted duty is during a time the PB is closed, the employee's Staffing Supervisor shall contact the O.T. Coordinator to determine if a restricted duty assignment is available. If an assignment is available the employee will report as directed by the O.T. Coordinator. If an assignment is not available the employee will be placed on sick injury leave pending PB's approval. In any event, the employee will be directed by the O.T. Coordinator to contact the PB on the next business day for an appointment. The O.T. Coordinator will advise the PB of the employee's work status no later than the next business day via e-mail.

- (4) The PB will notify the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians of the employee's restrictions, duration and prognosis. If the designated Chief or Assistant Director determines that a restricted duty assignment is not available for the employee, the Assistant Directors will make a collective determination regarding the employee's work status. An e-

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mail will confirm the notification with a courtesy copy to all Assistant Directors, Division Chiefs, and respective Captain/Commander.

Note: At no time will the employee be permitted to work without authorization from the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians and the PB.

- (5) Every effort will be made to accommodate employees affected by an on-the-job injury. The designated Chief for sworn staff and the respective Chief or Assistant Director for civilians will evaluate the information and determine if a restricted duty assignment is available. If an assignment is available the employee will report as directed by the designated Chief or Assistant Director. If the designated Chief or Assistant Director and the PB determine there is no restricted duty assignment available, the PB will notify the Risk Management Division. The PB will also advise the employee that he/she will be placed on sick injury leave pending authorization to return to full-duty status from a Risk Management physician or until a restricted duty assignment becomes available.
 - (6) The County approved physician notifies General Services Administration (GSA), Risk Management Division (RMD) of the recommended restricted duty status.
 - (7) The RMD notifies (via telephone, e-mail and/or memorandum) the PB of the employee's restricted duty status.
 - (8) The RMD will schedule the employee for all follow-up examinations with the County approved physician.
- b. Restricted duty as a result of an off-duty injury/illness:
- (1) The employee is examined by his/her personal physician and obtains medical documentation recommending restricted duty status. The medical documentation must include the employee's specific restrictions, duration and prognosis and date the employee can return to full-duty status or date of follow-up examination. The employee is not authorized to report to work prior to obtaining clearance and placement by the PB.
 - (2) The employee shall make an appointment with the PB. At the time of the appointment, the employee must provide medical documentation

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describing the employee's specific restrictions, duration and prognosis. The PB will provide the employee with a Restricted Duty Follow-up memorandum (Attachment II) and a Physician's Statement (Attachment III). Appointments will be available Monday through Friday between the hours of 8 a.m. and 5 p.m. excluding County holidays.

- (3) The PB will notify the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians of the employee's restrictions, duration and prognosis. If the designated Chief or Assistant Director determines that a restricted duty assignment is not available for the employee, the Assistant Directors will make a collective determination regarding the employee's work status. An e-mail will confirm the notification with a courtesy copy to all Assistant Directors, Division Chiefs, and respective Captain/Commander.

Note: At no time will the employee be permitted to work without authorization from the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians and the PB.

- (4) The designated Chief for sworn staff or respective Chief or Assistant Director for civilians will evaluate the information and determine if a restricted duty assignment is available. If an assignment is available the employee will report as directed by the designated Chief or Assistant Director. If the designated Chief for sworn staff or respective Chief or Assistant Director for civilians and the PB determines there is no restricted duty assignment available, the PB will advise the employee that he/she will be placed on compulsory leave utilizing his/her own accrued leave.

c. Restricted duty as a result of a return from Leave of Absence:

- (1) The PB will notify the employee in writing via certified letter to obtain medical clearance from his/her personal physician prior to their scheduled/expected return to work date. Enclosed with this letter will be a Physician's Statement (Attachment III) that must be completed by the employee's physician prior to the scheduled meeting with the PB. The physician must indicate the employee's specific restrictions, duration, prognosis and the date the employee can return to full duty status or date of follow-up examination on the enclosed Physician Statement.

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- (2) Two weeks prior to the scheduled return to work date, the employee will make an appointment with the PB. At the time of the appointment, the employee must provide the Physician Statement. Appointments will be available Monday through Friday between the hours of 8 a.m. and 5 p.m. excluding County holidays.
- (3) The PB will notify the designated Chief for sworn staff or the respective Chief or Assistant Director for civilian staff of the employee's restrictions, duration and prognosis. If the designated Chief or Assistant Director determines that a restricted duty assignment is not available for the employee, the Assistant Directors will make a collective determination regarding the employee's work status. An e-mail will confirm the notification with a courtesy copy to all Assistant Directors, Division Chiefs, and respective Captain/Commander.

Note: At no time will the employee be permitted to work without authorization from the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians and the PB.

- (4) The designated Chief for sworn staff or the respective Chief or Assistant Director for civilian staff will evaluate the information and determine if a restricted duty assignment is available. If an assignment is available the employee will report as directed by the designated Chief or Assistant Director. If the designated Chief for sworn or the respective Chief or Assistant Director for civilian staff and the PB determines there is no restricted duty assignment available, the PB will advise the employee that he/she will be placed on compulsory leave utilizing his/her own accrued leave.
- d. Restricted duty as a result of a Biennial Physical/Fitness for Duty Examination:
- (1) A County approved physician determines whether the employee shall be placed on restricted duty status and immediately notifies ASD who advises the PB of the employee's restricted duty status. The physician describes the employee's specific restrictions, duration and prognosis in a Work Status Report, which is forwarded by ASD to the PB along with a written memorandum. The memorandum confirms the verbal notification.
 - (2) The employee is not authorized to report to work prior to obtaining clearance and placement by the PB.

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- (3) The employee shall make an appointment with the PB. At the time of the appointment, the employee must provide medical documentation describing the employee's specific restrictions, duration and prognosis in a Work Status Report. The PB will provide the employee with a Restricted Duty Follow-up memorandum (Attachment II) and a Physician's Statement (Attachment III). Appointments will be available Monday through Friday between the hours of 8 a.m. and 5 p.m. excluding County holidays.
- (4) The PB will notify the designated Chief for sworn staff or the respective Chief or Assistant Director for civilian staff of the employee's restrictions, duration and prognosis. If the designated Chief or Assistant Director determines that a restricted duty is not available for the employee, the Assistant Directors will make a collective determination regarding the employee's work status. An e-mail will confirm the notification with a courtesy copy to all Assistant Directors, Division Chiefs, and respective Captain/Commander.

Note: At no time will the employee be permitted to work without authorization from the designated Chief for sworn staff and the respective Chief or Assistant Director for civilians and the PB.
- (5) The designated Chief for sworn staff and the respective Chief or Assistant Director for civilian staff will evaluate the information and determine if a restricted duty assignment is available. If an assignment is available the employee will report as directed by the designated Chief or Assistant Director. If the designated Chief or Assistant Director and the PB determines there is no restricted duty assignment available, the PB will advise the employee that he/she will be placed on compulsory leave utilizing his/her own accrued leave.
- (6) The employees must follow-up with their private physician within (30) days and obtain updated medical documentation. When the employee receives a medical update from their private physician, the employee must submit the documentation to the County approved physician for re-evaluation.
- (7) The County approved physician will notify ASD of the employee's status. ASD telephonically advises the PB. A written memorandum confirms the verbal notification.

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- (8) The PB will notify (via telephone and e-mail) the affected employee's Facility Supervisor/Bureau Commander and designated Chief/Assistant Director of the employee's status. If cleared for full-duty status, the employee shall return to their assigned facility/shift.
- (9) If medical clearance for full duty is not granted, the employee must follow-up with their private physician every (30) days and provide the medical update(s) to the County approved physician.

3. RETURN TO FULL DUTY STATUS

When an employee is able to return to full-duty status, the employee shall submit the Physician's Statement (Attachment III) to the medical provider for completion. The completed form must be submitted in person to the PB on the next business day. The PB will notify the designated Chief for sworn staff or the respective Chief or Assistant Director for civilian staff. An e-mail will confirm the notification with a courtesy copy to all Assistant Directors, Division Chiefs, and respective Captain/Commander.

H. TRACKING FOR TEMPORARY RESTRICTED DUTY

1. The PB shall be responsible for tracking all employees on restricted duty.
2. The PB will create and maintain a restricted duty case file for each employee.
3. Employees are required to submit updated medical documentation every (30) days by having their medical provider complete a Physician's Statement (Attachment III). If an employee fails to provide the updated documentation, the employee will be placed on compulsory leave utilizing his/her own accrued leave.
4. The PB will review the employee's file/case after (90) days on restricted duty status:
 - a. If a job-related injured employee is not able to return to full duty status after (180) days, the PB may continue to monitor the case and if an assignment is available restricted duty status for the employee may continue. If an employee has not returned to full-duty status after twelve (12) months, the employee may be required to complete a functional capacity test, which will be scheduled by the Risk Management Division.

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I. PERMANENT INABILITY TO PERFORM IN FULL-DUTY STATUS

Pursuant to the fitness for duty procedures, if a medical provider determines that an employee has reached maximum medical improvement, but has a permanent impairment, the following actions will be taken (within guidelines of all applicable collective bargaining agreements):

1. The Department will obtain medical certification from the medical provider documenting the employee's physical condition, the fact that the employee has reached maximum medical improvement and any specific restrictions.
2. The PB will review the medical certification, and submit the Physician's Response Form (Attachment IV) to the medical provider to determine if the employee can perform the essential job functions for their job classification with or without accommodations.
3. If the employee is unable to perform essential job functions, the case will be referred to the ERD and GSA, Risk Management Division for a disability review and possible placement options.
4. The employee may elect to retire or resign.
5. If neither of the above options is selected, the employee will be terminated in accordance with Miami-Dade Personnel Rules for the Classified Service, Chapter VIII, Section 7,C.

III. CROSS REFERENCES

The Americans with Disabilities Act of 1990

Collective Bargaining Agreement between Miami-Dade County, Florida and Dade County Police Benevolent Association (PBA), effective October 1, 2002 to September 30, 2005.

Collective Bargaining Agreement between Miami-Dade County, Florida and American Federation of State, County, and Municipal Employees (AFSCME), effective October 1, 2002 to September 30, 2005.

Collective Bargaining Agreement between Miami-Dade County, Florida and Government Supervisors Association of Florida (GSA), effective October 1, 2002 to September 30, 2005.

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Department Standard Operating Procedure #6-012 "Substance Abuse", effective August 25, 1999.

Department Standard Operating Procedure #6-015 "High Risk Examinations", effective September 20, 1999.

Department Standard Operating Procedure #6-028 "Reasonable Accommodation Procedures", effective March 15, 1999.

IV. REVOCAATION

Procedural Directive D97-009, Revision to DSOP 6-041, dated January 14, 1998, by Director Donald Manning

- Attachment I - Miami -Dade County Fitness for Duty-Physical Examination Request
- Attachment II - Restricted Duty Follow-up Memorandum
- Attachment III - Miami-Dade Corrections and Rehabilitation Department Physician's Statement
- Attachment IV - Miami-Dade Corrections and Rehabilitation Department Physician's Response Form



MIAMI-DADE COUNTY PERSONNEL DEPARTMENT

FITNESS FOR DUTY – PHYSICAL EXAMINATION REQUEST

Name	SSN#
Job Title	Department

Is the reason for this request due to a job related injury?

No Yes If yes, contact Risk Management, GSA for examination.

Instructions: Complete this form in its entirety and forward to Medical Records, Administrative Services Division, Personnel Department, Metro-Dade Center, 111 N.W. 1st., Suite 2010.

Please attach a current job description for the employees classification or prepare a job description. Examination cannot take place without this information.

The employee must provide copy of all of their medical records, including xrays and consultations pertaining to the present problem, for the past five (5), years to Medical Records prior to the physical examination. If this is not done, no physical examination will be scheduled.

All Fitness for Duty Physical Examination requests must be approved by the Administrative Services Director before the appointment is scheduled.

Describe problems encountered with employee for requesting this examination. Please be very specific in your description. Attach additional pages if necessary and other documentation justifying your request.

Supervisor observing the problem(s) listed above:

Name	Title	Telephone #	Date
------	-------	-------------	------

Departmental Approval (Signature of Division Director or above):

Name	Title	Telephone #	Date
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Upon approval of this request and receiving all medical records, Administrative Services will call the Departmental Personnel Officer to schedule an appointment. If you have any questions concerning this procedure, please call 375-4011 and ask for Medical Records.

MEMORANDUM

TO: Employee's name
Facility/Shift

DATE:

FROM: Commander, Personnel Bureau
Corrections and Rehabilitation Department

SUBJECT: Restricted Duty Follow-up

In accordance with DSOP 6-041, employees are required to submit updated medical documentation regarding their restricted duty status every 30 days. Accordingly, the attached Physician's Statement is to be completed by your medical provider and submitted in person to the Personnel Bureau by (date) _____. The documentation must include the prognosis, restrictions and recovery time period. In the event you receive medical clearance from your physician releasing you to full duty with no restrictions prior to the aforementioned date, immediately submit the updated medical documentation in person to the Personnel Bureau. Your failure to comply with these directives may result in compulsory leave utilizing your accrued leave.

If you have any questions or concerns, please contact the Personnel Bureau at (305) 229-7536.

Received by: _____ Date: _____
Employee's Signature

Attachment

cc: Assistant Director, Administration and Finance
Chief, Administrative Division
Employee's Chief
Personnel Bureau
Employee's File



CORRECTIONS AND REHABILITATION DEPARTMENT
PERSONNEL BUREAU
8660 WEST FLAGLER STREET
MIAMI, FL 33144-2036
TEL: (305) 229-7536
FAX: (305) 229-4642

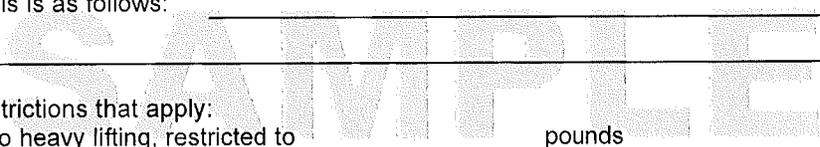
PHYSICIAN'S STATEMENT
(RESTRICTED DUTY WORK STATUS/RETURN TO WORK)

Patient's Name: _____ Date: _____

This form is to certify that the above named patient is under my care and was treated at my office on (date) _____

After examining the patient, I have determined (check one):

- Three checkboxes for patient status: 1. Patient may return to full duty without physical restrictions on (date) _____. 2. Patient is currently unable to return to work, but will be reevaluated on (date) _____. 3. Patient may return to work on (date) _____ in "Restricted Duty" status with the following restriction(s) and the prognosis is as follows: _____



Please check all restrictions that apply:

- Restriction list with checkboxes: No heavy lifting, restricted to _____ pounds; No bending; No climbing stairs; No standing for more than _____ hours/minutes; No sitting for more than _____ hours/minutes; No walking for more than _____ hours per day or _____ feet/yards; No working for more than _____ hours per day; No driving; Other Physical Therapy _____ times per week for _____ weeks; Other (describe specifics in "Comments" area)

Please specify duration of restrictions: _____

Please specify type of treatment and frequency: _____

Comments: _____

Physician's Signature: _____

Physician's Name/Address/Telephone Number (Print or Stamp): _____



CORRECTIONS AND REHABILITATION DEPARTMENT
PERSONNEL BUREAU
8660 WEST FLAGLER STREET
MIAMI, FL 33144-2036
TEL: (305) 229-7536
FAX: (305) 229-4642

PHYSICIAN'S RESPONSE FORM

Employee: _____ Job Title: _____

Please check one (1) of the following:

Employee is able to perform all of the essential job functions of the position without accommodation.

Employee is able to perform all of the essential job functions of the position with accommodation. (If checked, please detail your suggested accommodation, i.e., special keyboard, use of handcart, etc. List options if possible. Do not list "restrictions" here).

SAMPLE

Employee is unable to perform all of the essential job functions of the position.

Physician's Signature: _____ Date: _____

Physician's Name/Address/Telephone Number (Print or Stamp)

Fax Completed Form To: _____

DEPARTMENTAL STANDARD OPERATING PROCEDURE

Miami-Dade Aviation Department

DSOP No. 02-02

Effective: March 26, 2002

SUBJECT: RETURN-TO-WORK (RTW) PROGRAM

PURPOSE: To provide continued and productive employment to full-time, permanent Miami-Dade Aviation Department (MDAD) employees who, due to a job-related or non-job related illness or injury, are temporarily unable to perform their normal job tasks in their regular classification.

I. BACKGROUND:

In the course of daily operations, employees may go through temporary periods of illness or injury which would prevent them from performing the normal job tasks in their regular classifications. Therefore, in addition to various existing County policies addressing illness or injury such as sick leave, disability benefits, etc., MDAD is establishing a Return-to-Work Program that will operate as delineated in this Departmental Standard Operating Procedure (DSOP). The RTW Program is intended to provide continued and productive employment to those full-time, permanent MDAD employees who are recuperating from an illness or injury and are able to work in a restricted duty capacity.

II. AUTHORITY:

- A. Family and Medical Leave Act of 1993, 29 CFR 825 et seq.
- B. The Americans with Disabilities Act.
- C. Municipal Code of Ordinances, Part III, Chapter 2, Administration, Article IV, Personnel, Division 4, Services-Connected Disability Program.
- D. Miami-Dade County Employee Leave Manual.
- E. Operational Directive 99-03, Aviation Department Written Directive System.

III. POLICY:

- A. Full-time, permanent MDAD employees who are recuperating from a job-related or non-job related illness or injury may apply for temporary restricted duties.
- B. MDAD will make a reasonable effort to find a suitable temporary assignment for the employee.

- C. Temporary, restricted-duty assignments are full-time. Exceptions for part-time assignments will be considered on a case-by-case basis.
- D. The temporary assignment shall not exceed four months from the date of the original assignment.
- E. Employees on temporary, restricted duty will be paid 100 percent of their regular hourly rate, and shall not be eligible for overtime.
- F. Applicants must have been employed with MDAD for at least one year and have worked at least 1250 hours in the last twelve months.

V. APPLICATION PROCEDURE:

- A. Employees must complete the Application for the RTW Program (Annex A) and submit it to the MDAD RTW Coordinator (see Section VI. A. below) along with a Physician's Work Status Form (Annex B) from a County physician (if the injury is work-related) or the employee's private physician. The physician must state why the employee cannot perform the normal job functions, the job restrictions, and if possible, the expected recuperative duration.
- B. If the Physician's Work Status Form is from a private physician, the employee may be asked to undergo a physical examination by a County appointed physician.

VI. MDAD'S RESPONSIBILITIES:

- A. The Administrative Services and Employee Development Division will appoint an RTW Coordinator to manage the program.
- B. MDAD will establish a committee comprised of the RTW Coordinator, the appropriate Division Managers and a Union representative to review each application.
- C. If the committee approves the employee's request, every effort will be made to find a suitable job for the employee. In the interim, the employee will remain on Sick or Sick Injury leave as appropriate.
- D. The RTW Coordinator will prepare the non-job or job-related illness or injury Temporary Restricted-Duty Assignment Memorandum (Annex C), and the Assignment Form (Annex D) advising the appropriate staff (e.g., employee, supervisor, payroll section) of the temporary, restricted-duty assignment.

- E. While the employee is under temporary restricted-duty assignment, there will be no payroll changes. The reassignment supervisor will send the employee's attendance record to his or her regular supervisor on a weekly basis.
- F. If the reassignment supervisor notices a less than a satisfactory performance based on the employee's skills or if physical limitations inhibit performance, the supervisor may send proper documentation to the RTW Coordinator justifying a request for the employee to be reassigned to another unit.
- G. An attempt will be made to reassign the employee if another temporary-restricted duty assignment is available.

VII. EMPLOYEE RESPONSIBILITIES AND OBLIGATIONS WHILE IN THE RTW PROGRAM:

- A. The employee will report to the RTW Coordinator on the first day to obtain the necessary paperwork for the temporary assignment.
- B. At least once a month and depending on the individual case, the employee may be asked to bring to the RTW Coordinator an updated Physician's Work Status Form either from his or her private physician or a County physician.
- C. Employees on temporary, restricted-duty assignment will seek out medical treatment during non-working hours. In those unusual circumstances where this cannot occur, the employee will be charged with the leave policy indicated in the Payroll Guidelines in Section VIII of this document.
- D. Uniformed employees will wear the MDAD uniform while performing the temporary, restricted-duty assignment. Exceptions will be made for maternity cases.
- E. Employees will adopt the work conditions of the temporary, restricted-duty assignment and will observe all County rules and procedures.
- F. Employees in the RTW program found to be in violation of any County rule or procedure are subject to disciplinary action.
- G. If an employee on a temporary restricted-duty assignment due to an on-the-job injury or illness is terminated for cause, he or she may lose disability benefits.

- H. The employee will stay in the restricted, temporary assignment until released by a physician or until the expiration date for the temporary assignment is reached, whichever comes first.
- I. When it is determined by medical examination that an employee is able to resume his or her normal duties and the employee does not do so, all benefits of this program shall be immediately terminated. Failure to submit the required Physician's Work Status Form to the RTW Coordinator may result in disciplinary action. Continued refusal by the employee to resume duties may result in disciplinary action up to and including termination.
- J. Once the employee is released for his or her normal duty, the employee must turn in the Physician's Work Status Form indicating "Full Duty/No Limitations" status to the RTW Coordinator. The employee is responsible for coordinating the reassignment to regular duty with the RTW Coordinator.
- K. If the assignment for the employee on temporary, restricted-duty has been completed and (a) the employee is still within the four-month period from the original illness or injury and (b) is still unable to return to his or her normal duties, the employee will report back to the RTW Coordinator with the original Temporary Restricted Duty Assignment memorandum. At this time, the employee will either be reassigned to another temporary, restricted-duty assignment (if one for which the employee is qualified is available), or sent home on Sick or Sick Injury leave until such time as the employee is able to return to work.
- L. If at the end of the four-month restricted duty period, it has been determined by an employee's physician that he/she cannot return to a full-duty capacity, he/she will be placed on leave of absence and the following options, including but not limited to, will be applicable:
1. Disability Retirement
 2. American with Disability Act (ADA) Accommodation
 3. Employment outside of the Department
 4. Resignation

VIII. PAYROLL GUIDELINES:

If the employee goes for medical treatment during working hours, the following leave policy will apply:

- For on-the-job injury with either non-approved or approved disability, Sick Injury (SI) leave will be used.
- For non-job related illness or injury, Sick (S) leave will be used.

- Once the employee's Sick leave is depleted, other kinds of leave still available to the employee can be used as indicated in the County Leave Manual.

REVOCATION: None.

CROSS REFERENCE: None.



Angela Gittens, Aviation Director

Date: March 26, 2002

ANNEXES:

- A. Application for the Return-to-Work Program
- B. Physician's Work Status Form
- C. Temporary Restricted Duty Assignment Memorandum
- D. Assignment Form

MIAMI - DADE

TRANSIT

LIGHT DUTY POLICY

Central Administration Building
Human Resources 3rd Fl.
3300 N.W. 32nd Ave
Miami, Fl. 33142
(305) 637-3800 Office
(305) 637-3815 Fax

1.0 AUTHORITY

The Miami-Dade Transit Director and the MDT Light Duty Policy and Procedure.

2.0 PURPOSE AND INTENT

The purpose of this policy and procedure is to provide the guidelines for the administration of the provisions of Article III. 7, of the Collective Bargaining Agreement between Miami Dade County and the Transport Workers' Union, specifically as those provisions apply to light duty assignments.

3.0 LIGHT DUTY

There are no budgeted light duty positions. All MDT employees released to light duty may be temporarily assigned to light duty assignments – provided they possess the knowledge, skills, and abilities - to perform many, if not all of the duties of the assignment in question. Employees released to light duty may be assigned to perform work for the good of the Department. A light duty assignment will not extend beyond six (6) months. (Part-time employee work Rules -see 8.0)

Managers who do not have vacancies may request light duty personnel by submitting a request to the Light Duty Coordinator in the Division of Human Resources. The request should include:

- Essential Job Functions
- An outline of the duties to be performed
- Assignment duration
- Work schedule
- Location

The Light Duty Coordinator is responsible for evaluating the request and advising the appropriate parties as to the duration.

4.0 ELIGIBILITY AND LIMITATIONS

Employees who become injured on the job will be given preference for light duty assignments, provided they meet the following conditions:

- The employee must provide the appropriate medical documentation, which includes a medical release to light duty from a personal/County physician or both.
- The documentation must state the reason why the employee cannot perform the essential job functions, to include a prognosis for future activities.

- The illness, injury, or recuperation period must be temporary in nature.

Counseling and referral services-such as assistance regarding the American with Disabilities Act or information on medical leave of absences-will be provided to employees who reach maximum medical improvement (MMI) and whose conditions permanently preclude them from returning to the full scope of their regularly assigned duties. However, employees whose conditions improve will be re-evaluated on a case-by-case basis to determine eligibility for returning to full duty status.

Employees who have reached MMI will meet with the MDT Americans with Disabilities Act (ADA) Coordinator, who will provide counseling, guidance, and assistance with the completion of the Request for Reasonable Accommodation form, leaves of absence, as well as addressing any other related needs and options.

The processes that apply to other programs go into effect once the employee reaches MMI and it is determined that they will not return to their regular positions. At this point the employee is no longer eligible for light duty.

5.0 MEDICAL INFORMATION NEEDED IN ORDER TO APPLY

An employee needs a medical release to light duty from a personal/County physician or both, stating that the employee cannot perform the essential job functions of their classification. The medical release should include a prognosis for future activity.

Only releases from physicians who are approved by Risk Management will be accepted from employees who have sustained on-the-job injuries and are now wishing to return to work in a light duty status.

6.0 HOW TO REQUEST A LIGHT DUTY ASSIGNMENT

- An employee must first schedule an appointment with the Light Duty Coordinator.
- The employee must provide the appropriate paperwork.
- The employee will fill out an application for light duty and will be interviewed by a Human Resources representative.
- The employee is responsible for reporting to the Light Duty Supervisor as directed.

- The Light Duty Coordinator is responsible for ensuring that all documentation is in order, as well as keeping the employee's supervisor updated with regards to the employee's status.

Once an employee is placed in a light duty assignment, the employee will report to the new supervisor until one of the following occurs: (Whichever comes first)

- The assignment is abolished.
- The employee is released to full duty status by the designated physician (personal/County or both).
- The expiration of the approved light duty period (6 months).

7.0 SUPERVISOR'S RESPONSIBILITY

If a supervisor receives a request for light duty, that supervisor must refer the employee to the Light Duty Coordinator.

Once an assignment is made:

- The Light Duty Supervisor is responsible for the full supervision of the employee.
- The Light Duty Supervisor will maintain all time and attendance records.
- The Light Duty Supervisor shall keep the regular supervisor and the Light Duty Coordinator updated as to the employee's progress.
- The employee's time shall be recorded on "Green Sheets" and submitted to MDT Human Resources with other payroll materials per the established schedule.

Employee's assigned to Light Duty as a result of on-the-job-injuries shall be compensated at their regular hourly pay rate. Employee's assigned to Light Duty for reasons other than on-the-job-injuries shall be compensated at 10% less than their regular hourly pay rate.

If there is less than satisfactory performance due to a deficiency in the job related knowledge, skills, and abilities or the inability to perform due to physical limitations, an employee may be released from the light duty assignment and directed to report to the Light Duty Coordinator. An attempt to reassign the employee will be made based upon position availability and the employee's knowledge, skills, and abilities, as they pertain to the new assignment. However, if a light duty assignment is terminated for cause and disciplinary action is taken, the employee will become ineligible for re-assignment to light duty. All findings will be forwarded to the Risk Management Division.

If an employee's work conduct or work habits are found to be in violation of the County's Personnel Rules and Procedures, then the Light Duty Supervisor will initiate progressive discipline, which may result in termination from Miami-Dade County. When disciplinary action is pending—depending on the circumstances—the employee may remain in the light duty assignment or be reassigned. If the employee is sent home they will forfeit all rights to future light duty assignments.

Furthermore, disability leave benefits may be discontinued if an employee is subject to disciplinary action while on light duty, as per the Division of Risk Management.

When requesting to terminate a light duty assignment, the Light Duty Supervisors will submit a detailed written explanation to the Chief of Human Resources. The Chief of Human Resources will have the discretion of approving or disapproving the requests.

8.0 UNIFORMS AND WORK RULES

Employees are expected to wear their regular MDT uniforms while assigned to light duty. Exceptions can be made for verifiable medical conditions.

Employees are expected to adjust to the conditions of their new assignments, to the extent that there are no violations of contractual provisions. For example, they are expected to work a regular work shift (any shift) observing all County rules and procedures. Shifts are eight hours long and include two, 10-minute rest periods and a 30-minute paid lunch period.

Part time employees assigned to light duty will only be allowed to work the number of hours that they are normally scheduled to work, to a maximum of twenty-four (24) hours per week. Full time employees may work a maximum of forty (40) hours per week. Employees assigned to light duty are not eligible to work overtime.

9.0 OVERTIME WHILE ON LIGHT DUTY

Employees assigned to light duty are not eligible to work overtime.

10.0 FOLLOW-UP MEDICAL REPORTS

The employee, on a regular basis, (at least monthly) will submit an updated medical report from the designated physician to the Light Duty Coordinator.

At the discretion of the Light Duty Coordinator or Chief of Human Resources, employees may be required to attend meetings in order to review the present status of their medical condition and to determine fitness for duty to full work status.

11.0 CONSEQUENCES: FAILURE TO FOLLOW INSTRUCTIONS

Failure by an employee in light duty status to submit to the following, may result in the loss of all benefits under the light duty program:

- To submit to a physical examination when directed
- To accept a suitable light duty assignment
- To refuse to make use of Vocational Rehabilitation Services when directed.

Failing to submit to the above may subject the employee to disciplinary action up to and including termination from Miami-Dade County.

12.0 MEDICAL TREATMENT, WORKING HOURS, PAR ENTRIES

An employee is responsible for seeking treatment or therapy during non-working hours. In those circumstances where this cannot occur, the following will apply:

- For time missed due to on-the-job injuries, Sick Leave Injury (SI) will be used
- For time missed due to other types of injuries, Sick Leave (S) will be used

Risk Management, in coordination with the Administrative Services Division shall determine the final and appropriate recording of leave.

13.0 WHEN A LIGHT DUTY ASSIGNMENT ENDS

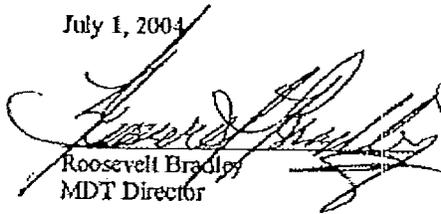
If the light duty assignment is completed before the six (6) month limit and the employee is still unable to return to full duty, the employee will report back to the Light Duty Coordinator. The employee will either be reassigned or sent home. The absence will be covered by the appropriate leave designation until there is another light duty assignment or until the employee is able to return to full duty. During this period, the employee will contact the Light Duty Coordinator as often as required, but never less than once a month.

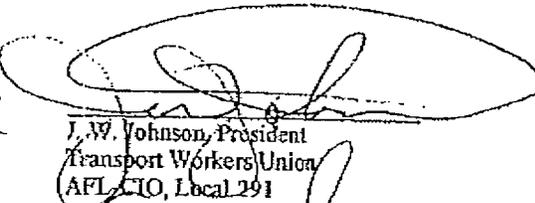
14.0 RELEASE TO RETURN TO FULL DUTY

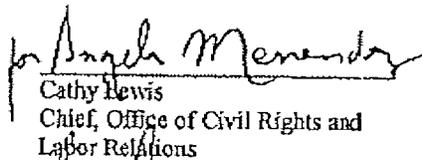
Once the employee is released to full duty, the employee must turn in the physician's release to the Light Duty Coordinator, who will coordinate the employee's return to full duty.

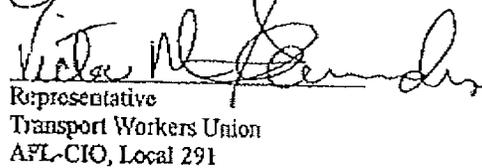
When a medical examination determines that an employee is able to resume and perform the essential job functions of their classification and the employee fails to do so, all benefits of this light duty program shall be immediately terminated. The required medical reports are to be submitted to the Light Duty Coordinator, immediately upon receipt. Continued refusal by an employee to report to full duty as directed, may result in disciplinary action, up to and including termination from Miami-Dade County.

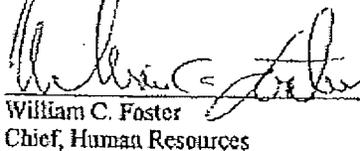
July 1, 2004

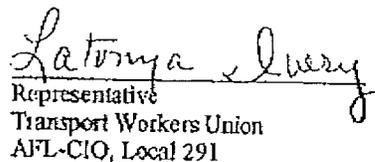

Roosevelt Bradley
MDT Director


J.W. Johnson, President
Transport Workers Union
AFL-CIO, Local 291


Cathy Lewis
Chief, Office of Civil Rights and
Labor Relations


Victoria M. Saunders
Representative
Transport Workers Union
AFL-CIO, Local 291


William C. Foster
Chief, Human Resources


Latonya L. Lively
Representative
Transport Workers Union
AFL-CIO, Local 291



Labor Management in writing no later than fourteen (14) calendar days from the employee's receipt of the disciplinary action of its decision on whether to exercise the option of appealing through the arbitration procedure or request an appeal in accordance with Section 2-47 of the Code of Miami-Dade County. The Union's choice between the arbitration procedure or the Code provision under Section 2-47, once made, shall not be subject to change. In the case where the Union does not timely notify the County or chooses not to select the arbitration procedure, then the disciplinary appeal provisions under 2-47 of the Code of Miami-Dade County shall prevail and be utilized if a timely appeal is requested. In the event the Union selects the option to appeal a demotion or suspension under the arbitration procedure then the provisions of 2-47 of the Code will not be applicable.

- (5) Allegations by passengers of misconduct by employees shall be removed from the files after annual evaluations have been completed, provided such evaluations are satisfactory and provided that disciplinary action was not imposed pertaining thereto.
- (6) If an employee attends a disciplinary hearing under County Code during scheduled work hours, he shall do so without loss of pay. If the employee attends a hearing on his/her day off or on time off, he shall not be paid, provided that, if final action results in any modification of penalty, the employee shall be paid for time in attendance at the hearing at his/her regular hourly rate.

ARTICLE III.7 WORK OUT OF CLASSIFICATION

Should the occasion arise where it becomes necessary or expedient to temporarily assign an employee to perform duties outside of his/her classification, the assignment of such an employee shall be governed by the following considerations:

- a) An employee of a lower classification when required to assume the duties of a higher classification will receive a one (1) pay step increase for any day so assigned except that if such employee is selected from an eligibility list (based on testing) or a list based on acceptable experience rating, such employee shall be paid on the same basis as if promoted. Employees working out of classification not selected from an eligibility list shall, after five (5) consecutive working days, will receive a one (1) pay step increase. The maximum out of class compensation

shall be limited to two (2) pay periods unless specifically approved by the department director and the Human Resources Director or equivalent position as determined by the County.

- b) An employee of one classification, when required to assume the duties of a lower classification, shall receive his/her regular rate of pay and shall not suffer any reduction in pay or benefit thereby, unless light duty provisions of ARTICLE III.7 (f) apply.
- c) Whenever possible and practicable an employee of one classification assigned to work in another classification shall be an employee who would have been selected to fill that position if a vacancy had existed; provided however, should such an employee decline the assignment, management may make successive choice until the assignment is filled. If necessary, reverse seniority will be used.
- d) Formal on the job training procedures as they relate to paragraphs (a), (b), and (c) above shall be an item for the Labor-management Committee once the format for the program is worked out and shall be implemented by Administrative Order.
- e) An employee returning from Disability Leave who has been certified for "light duty" can be assigned work in any open position within the Bargaining Unit or such special assignment as he is physically capable of performing until such time as he is cleared to return to duty in his/her regular classification. Such employee shall be paid for actual hours worked and shall not be eligible for overtime work.

MDT will make a reasonable effort to place employees who are on service connected disability leave in such light duty assignments.

- f) An employee returning from Sick Leave who has been certified by a physician for "light duty" may be assigned, at MDT's discretion, to such special assignment as he is physically capable of performing until such time as he is cleared by an Agency approved physician to return to duty in his/her regular classification. Such employee shall be paid for actual hours worked at the rate of 10% less than his/her regular hourly rate and shall not be eligible for overtime work.
- g) Leadworkers shall not serve as Raters on Dade County performance evaluation reports of other employees. Leadworkers shall be selected according to seniority and qualifications.

IAFF LOCAL 1403

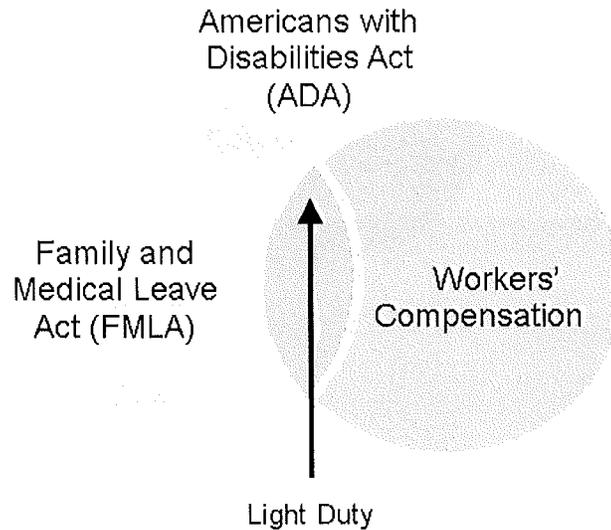
OCTOBER 1, 2011 - SEPTEMBER 30, 2014

ARTICLE 3 MANAGEMENT RIGHTS AND SCOPE OF THE AGREEMENT

3.4 The parties agree that the Fire Chief shall train and assign select personnel on Temporary Restricted Duty (TRD) status to the Fire Prevention and Life Safety Division resulting in budgetary savings.

ARTICLE 14 FIREFIGHTING PERSONNEL ASSIGNMENTS AND TRANSFERS

14.15 Upon ratification of this agreement, personnel who are on Temporary Restricted Duty (TRD) are eligible to bid for positions, but shall not receive any supplemental pay associated with the awarded bid until they are actually able to work in their new bid position.



Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (“ADA”) prohibits covered employers from discriminating against employees who are “qualified individuals with a disability. Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, speaking, walking, performing manual tasks, caring for oneself. A qualified individual with a disability – protected by the ADA – is a person who can perform the essential functions of his or her job with our without a reasonable accommodation. Employers must provide reasonable accommodations to qualified individuals with a disability.

Under the ADA, light duty is required to be offered if it is a **reasonable accommodation that does not create an undue hardship on the employer**. An employee must accept light duty as long as it is a reasonable accommodation and is effective in allowing the disabled worker to return to work or continue working. ADA does not require employers to create new positions.

Family and Medical Leave Act (FMLA)

The Family Medical Leave Act (“FMLA”) establishes a minimum standard for leave, much as other federal laws set standards for child labor, minimum wage, safety and health, or pension and welfare benefits. FMLA does not cover part-time or seasonal employees working fewer than 1,250 hours per year.

Eligible employees may be entitled to 12 weeks of unpaid leave during any 12 month period for:

- The birth of a child and to care for the child
- The placement of a child with the employee for adoption or foster care
- To care for a spouse, son or daughter, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee's job

An employee covered under the FMLA cannot be required to take a light duty job in lieu of remaining on FMLA leave. An employer is also not permitted to require an employee entitled to FMLA leave to take a light duty position in lieu of an FMLA leave of absence. Under FMLA light duty must be "voluntary" and "uncoerced".

Workers' Compensation

State workers' compensation laws seek to compensate employees for workplace injuries while minimizing employer liability. Most state workers' compensation laws protect both injured workers and their dependents from the costs associated with occupational injury, disease or death.

Light duty ought to be offered if available, as it may eliminate the employee's entitlement to the wage replacement benefit. An employee who refuses medically appropriate light duty work may lose benefits unless the refusal was justified. Employers can stop or reduce workers' compensation liability by offering light duty.