

POLICY TITLE: Temporary Assignment of Alternative Productive Work

ADOPTED: 7/15/21

PURPOSE:

The Everett Roehl Marshfield Public Library desires that employees unable to perform the essential functions of their regular job because of an injury or illness that prevents their return to regular assigned duty, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. The Library does not assign employees to non-productive work just to keep an employee busy since it is believed that such an assignment would take away from employee dignity. It does, however, desire to obtain the benefits of a temporary assignment of alternative productive work which maintains a level of activity which is productive and serves a therapeutic purpose which quickens the employee's return to regular assignment.

PROCEDURE:

1. An employee injured or suffering an illness, at or away from work, will provide to their supervisor as soon as possible, written certification of any restrictions imposed upon them by a medical provider. This will include the projected duration of the restriction(s).
2. The Library Director will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. Library management may recommend assignment of the restricted employee to such available work for the hours that such work is available.
3. It is expressly understood that:
  - a. No obligation exists for the Library to provide, convert a regular job, or create a temporary assignment of alternative productive work.
  - b. Temporary assignment of alternative productive work does not create a regular employment opportunity, and is in-fact made as a temporary assignment only. It will be reviewed and potentially renewed in 30-day increments.
  - c. Unused accrued vacation may be used in lieu of a temporary assignment to alternative productive work.
  - d. The amount of temporary assignment of alternative productive work available in any division will be determined by the Library Director based on the number of employees assigned such duty status and the work available.
  - e. Priority will be given to worker compensation injuries over non-worker compensation related injuries.
  - f. Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job, however, the employee may be assigned to perform those duties of the regular job that the employee may perform without restriction or limitation.

- g. An employee who meets the requirement to receive a workers' compensation entitlement and who is certified as able to return to a temporary assignment of alternative productive work, may decline such assignment, if it is offered. As a result, the employee may lose worker compensation payments, but is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted.
  - h. Temporary assignment of alternative productive work may be considered only when an employee is certified as unable to perform the essential functions of their regular job.
  - i. An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the department's needs.
- 4) The Library Director will be contacted immediately by a supervisor prior to their making a recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status. The Library Director's recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status will be reviewed and approved by the City of Marshfield's Human Resources Director for compliance with FMLA, ADA, WC, and this policy.
- 5) All temporary assignment of alternative productive work will be reviewed each thirty (30) calendar day period by the Library Director and the City of Marshfield Human Resources Director.

Reference: City of Marshfield Policy 3.551