



# POLICIES AND PROCEDURES

MONTGOMERY COUNTY  
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 527

PAGE

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DATE

July 31, 1990

TITLE NON-SERVICE CONNECTED LIGHT DUTY

DIRECTOR APPROVAL

## PURPOSE

- 1.0 To establish a policy and procedure for assigning personnel to light duty assignments because of non-service connected conditions.

## APPLICABILITY

- 2.0 All DFRS personnel.

## DEFINITION

- 3.0 Non-Service Connected Light Duty - A temporary reassignment of an employee due to a non-service connected injury, illness or condition which prevents the employee from unrestricted performance of a regular duty assignment.
- 3.1 Full Duty - The unrestricted performance of a duty assignment.

## POLICY

- 4.0 DFRS is committed to providing non-service connected light duty assignments within the provisions of this policy.
- 4.1 Personnel sustaining non-service connected injuries, illnesses, or conditions that prohibit unrestricted performance of their normal duty assignment may submit a written request to the Director, via the chain-of-command, for a light duty assignment.
- 4.2 Light duty assignment requests must be accompanied by a Medical Evaluation of Work Status Form (AD88001) completed by the employee's licensed health care provider.
- 4.3 The decision to assign light duty rests with the Director or designee. This decision may be based on factors such as employment history.
- 4.4 Placement on Light Duty must be approved by the Occupational Medical Section.
- 4.5 All Bureaus must establish and maintain a list of light duty projects.
- 4.6 Personnel assigned to light duty will normally remain on light duty until cleared for full duty or retirement by a licensed health care provider and the Occupational Medical Section.



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- 4.7 At 60-day intervals, employees on non-service connected light duty must submit to an examination conducted by OMS to determine their fitness for duty.
- 4.8 After a period of non-service connected light duty, not to exceed one year, the Department must request a medical evaluation for possible retirement. If a determination is made that an employee cannot return to his/her normal duty assignment within six months from the date of the exam, and no permanent positions are available in other Bureaus that the employee could perform, the Department must initiate retirement proceedings.
- 4.9 Employees on non-service connected light duty must not engage in outside employment without appropriate authorization.
- 4.10 Daily work hours and total work week for employees requesting non-service connected light duty must be based on the recommendations of the employee's licensed health care provider. Employees on non-service connected light duty for periods exceeding six weeks, will have their work hours changed to the same work schedule as other employees where assigned.

## PROCEDURE

- 5.0 Personnel requesting a light duty assignment must submit a written request to the Director or designee via the chain-of-command. The request must indicate what restrictions are in effect for the employee, the estimated length of disability, when light duty can start, and the projected length of light duty.
- 5.1 The Director or designee will review the request and, if approved, consult with the Bureau Chiefs to find an appropriate duty assignment.
- 5.2 After receiving an assignment, the employee must report to the duty assignment as soon as approval is received from OMS.