

VOLUNTEER FIRE DEPARTMENT
RETURN TO SERVICE POLICY

I. Purpose

The policies and procedures provided herein apply to all members of the _____ Volunteer Fire Company ("Company"). It is the policy of the Company to provide meaningful work assignments for all members who temporarily become unable to perform all, or portions, of their essential functions for the Company due to a compensable service related injury or illness. By providing temporary transitional or alternate activities, the Company assures that members remain an active and vital part of the Company. These alternate work activities may be in the form of either modified duties within the scope of a current position or alternate tasks that may be available, so long as the activities remain within the member's medical restrictions and so long as the member is otherwise qualified to perform them.

II. Scope

All active members who become temporarily unable to perform their essential functions within the Company due to a compensable service related injury or illness may be eligible for temporary assignments within the provisions of this policy.

III. Responsibilities

The Chief, with support from the Company officers, will administer the Return to Service program policies and procedures.

All Company members will demonstrate an enthusiastic support for the Return to Service program and actively participate and cooperate with its administration

IV. Procedure

If the member is released to return to service and can perform the essential functions of their pre-injury position without restrictions, they should give the release to the Chief who will coordinate a start date to return to service.

Upon request, the Company will provide to any member a position description and list of physical demands so that a member's physician will be able to provide an informed opinion of the member's ability to return without restriction.

Members who become unable to perform their essential functions due to a service related injury or illness are responsible to notify the Company's Chief, or his/her designee, with documentation from the treating medical provider. Such notice must identify any restrictions the medical provider determines to be necessary.

The Chief, or his/her designee, will review the restrictions in order to determine the extent to which he/she believes the member will be able to perform the member's normal assignment as well as

whether there exist any other duties that can be performed by the member, consistent with the restrictions. As part of the process for determining what duties the Member can perform, the Chief will schedule within 48 hours an initial return-to-service meeting with the injured/ill member to coordinate the return to service and to clarify any questions about the restrictions.

If the Chief or his/her designee determines that temporary or alternate duties are available which meet the limitations or restrictions set forth by the treating medical provider, the member may be assigned those duties for a period not to exceed 90 days. Continuation of a temporary assignment beyond 90 days will be evaluated on a case by case basis and approval is at the discretion of the Chief.

A member's limitation/restrictions are effective 24 hours per day. Any member not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, the member may risk the ability to continue in a temporary assignment, become ineligible for some workers' compensation benefits or may risk their good standing within the Company.

While working an alternate assignment or if a member is completely restricted from their normal duties, the Chief will maintain communication monthly with the member to track progress with their recovery and updates to their work status.