

**BANDERA COUNTY  
POLICY ON RETURN TO WORK**

**ELIGIBILITY**

1. This policy applies to all employees and department heads/elected officials.

**EMPLOYEE/COUNTY RESPONSIBILITIES**

2. Employees who are absent from work for any reason are expected to return to work as soon as possible.
3. If an employee is not physically capable of returning to full duty, this policy provides opportunities to perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the employee's physical capabilities.
4. An employee who is injured at work, who is ill, has had non-elective or elective surgery, or has been released from an emergency room or urgent care facility must immediately report the situation to their supervisor and to the Human Resource Office.
5. A Bandera County Physical Capabilities Form must be completed to return to work if employee has been ill for longer than three consecutive days, has had non-elective or elective surgery, or has been released from an emergency room or urgent care facility.
6. Once an employee has received a Bandera County Physical Capabilities Form from a health service provider, a determination of whether the employee may return to their regular job or not will be determined by the employee, department head/elected official, and the Human Resource Office.
7. An employee will not be allowed to return to work without a Bandera County Physical Capabilities form. Accrued time, if available, will be used until the form is completed, returned, and approved by Supervisor and Human Resources.

**LIGHT DUTY – REGULAR JOB**

8. If the employee is able to go back to their regular job and perform the essential job functions on light duty, the department head/elected official and the employee will review progress regularly to assure that the medical restrictions are carefully followed and will resolve any difficulties swiftly.
9. The employee must immediately report any difficulties with performing assigned work.
10. The employee and the department head/elected official will work together to return the employee to his/her regular, full-duty assignment as soon as possible.

## **POLICY ON RETURN TO WORK (cont)**

### **LIGHT DUTY – ALTERNATIVE JOB**

11. Any employee who is not yet able to return to their regular job may be offered a temporary limited-duty assignment that complies with the restrictions set forth by the physician. The department head/elected official, the employee, the Human Resource Office, and the health service providers will work together to develop and implement the limited-duty assignment.

12. The limited-duty assignment can consist of the employee's regular job with reduced working hours and/or activities or an alternative limited-duty position. An alternative limited-duty position may be in the employee's regular department or in another department that has an appropriate assignment available.

13. The following restrictions apply to limited-duty assignments:

- a. No guarantee of work. Bandera County will work to return employees to gainful employment as soon as possible by exploring possible limited-duty assignments; however, the County does not guarantee the availability of limited-duty work.
- b. Ninety day limit. Limited-duty assignments are temporary arrangements intended to complement and facilitate the healing process while at the same time accomplishing necessary and meaningful tasks. Limited-duty assignments should be as brief as possible and cannot exceed 90 days.
- c. Any employee who has exhausted his/her leave entitlement under the FMLA and who has reached the 90-day limit on a limited-duty assignment or for whom no limited-duty assignment is available is subject to termination.
- d. Any employee who refuses to do their limited-duty assignment must indicate their desire in writing and may be subject to termination.