

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES  
ADMINISTRATIVE DIRECTIVE NO. 981  
(Replaces AD 981 dated 10/6/2005)

Effective Date: September 7, 2006

## SUBJECT: LIMITED DUTY ASSIGNMENTS

### I. PURPOSE

Limited duty is a major component of the Return to Work Program. It is designed to temporarily accommodate an ill or injured employee who is physically able to return to work, but who is not yet able to resume the full duties of the job classification. Such assignments serve to minimize use of accumulated leave benefits, support the employee, and provide continued services for incurred costs.

### II. AUTHORITY

Government Code Section 19050.8; CCRs 321,426,431,432,441, and 443;  
Personnel Management Policy & Procedures Manual (PMPPM) Section 343

### III. POLICY

Policy governing limited duty assignments is based on the following:

- A. The employee temporarily disabled should be encouraged and assisted to return to part-time or limited duty when it will assist returning to regular duties on a full-time basis.
- B. Limited duty assignments will be no more than 45 calendar days in duration unless stated otherwise in the current Memorandum of Understanding, and contingent on progress toward return to regular duties. Limited duty is not a right, and assignments are subject to availability of appropriate placement and operational needs.
- C. Employees may request up to a 15-calendar day extension of the original 45-day limited duty assignment. The extension will be considered only if at the end of this period the employee is expected to return to full duty. Extensions will be considered case-by-case based upon a written request from the employee. The request is to be sent initially through the Return to Work Coordinator (RTWC), who will make a recommendation to the Executive Director for approval or disapproval.

The Executive Director must approve recommendations for extension.

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- D. Limited Duty assignments must be designed to meet all requirements and limitations placed on the employee by a personal physician and hospital medical staff. Limited duties are not a right, but are based on assignment availability.
- E. Limited duty assignments outside of the employee's department or program will be coordinated and approved by the RTWC. The temporary supervisor is responsible for timekeeping and day-to-day supervision.
- F. An employee's return to regular duties on a full-time basis will be of the utmost importance in all decisions concerning Limited Duty assignments. The supervisor will remain responsible for the employee and follow-up on return to work.
- G. If a program or department is adversely affected by one of its employee's accepting a limited duty assignment, the hospital will consider a parallel position upon request.
- H. There will be no permanent limited duty assignments.
- I. Requests for reasonable accommodation or limited duty for pregnancy related reasons should be referred to the hospital's Equal Employment Opportunities Office or RTWC for review, ensuring compliance with State Personnel Board guidelines.

## IV. METHOD

- A. The employee should request a limited duty assignment through their department head, program director, or supervisor. Employee must have a release from their treating physician to return to limited duty, stating the specific time limited duty is in effect and specific physical limitations. Physician's notes that do not contain this information cannot be accepted, and placement will be delayed.
- B. The supervisor will ensure the employee is seen at the Occupational Health Clinic and assist the employee with a limited duty assignment within the immediate program or department, if possible. The RTWC must be notified of limited duty assignments made by the department/program on behalf of the employee. If a position is unavailable, refer employee to the RTWC for an appropriate placement in another department or program.
- C. If an employee is referred to the RTWC for limited duty placement, requests will be evaluated on the following factors:

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1. Date of request
  2. Work restrictions (per physician's note)
  3. Estimated date of return to full duty
  4. Employee's suitability for available placement
- D. Limited duty placement will be considered on a case-by-case basis. If placement is not available at the time of request, the employee's name will be placed on an "Available for Limited Duty" list. This list will be reviewed each time a limited duty position becomes available. If no assignment is available, the employee will be placed off work on available benefits.
- E. All employees returning to work with a physician's release are referred to the Occupational Health Clinic for evaluation. Evaluations should be reviewed with the anticipation of resuming regular duties within 45 calendar days.
- F. Assignments will be monitored on a continuing basis by management/supervisor. Any arising issues will be evaluated by the RTWC and Occupational Health Clinic.
- G. The RTWC will maintain an active list of all employees on limited duty. Monitoring of the limited duty placement will be the responsibility of the RTWC.
- H. Limited duty assignments shall be discontinued when an employee is released to return to regular duties, when there is a lack of progress toward that goal, or upon expiration of the 45 days.
- I. The employee shall request an extension of limited duty, which will be addressed to the Executive Director, in writing, and submitted via the RTWC for review and recommendation.
- J. Requests for placement of a limited duty employee will be forwarded to the RTWC, clearly stating type of duties and duration of need.



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W. T. VOSS  
Executive Director