

**GREENWOOD BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION NO. 25-04**

**A RESOLUTION REPEALING RESOLUTION NO. 02-02, ENTITLED "A RESOLUTION ADOPTING A TEMPORARY LIGHT DUTY POLICY FOR CITY EMPLOYEES", AND ADOPTING A REPLACEMENT TEMPORARY MODIFIED DUTY POLICY FOR CITY EMPLOYEES**

WHEREAS, the Mayor and the Board of Public Works and Safety of the City of Greenwood (hereinafter "Board") maintain that employees benefit both financially and psychologically from performing job duties without prolonged absences from work when employees are recovering from a medical event or a Worker's Compensation injury/illness;

WHEREAS, the Board of Public Works and Safety adopted Resolution No. 02-02, entitled "A Resolution Adopting a Temporary Light Duty Policy for City Employees" ("Temporary Light Duty Policy") that approved and established a policy that provides employees who are on a medical leave or a Worker's Compensation leave the opportunity to work a light duty assignment;

WHEREAS, it is prudent to review policies and practices to determine whether they are accomplishing their intended purpose(s), and it has been determined that the Temporary Light Duty Policy should be updated and it is necessary to repeal the Temporary Light Duty Policy and adopt a replacement Temporary Modified Duty Policy for employees,

NOW, THEREFORE, BE IT RESOLVED by the Greenwood Board of Public Works and Safety as follows:

Section 1. City of Greenwood Board of Public Works and Safety Resolution No. 02-02, "A Resolution Adopting a Temporary Light Duty Policy for City Employees", is hereby repealed.

Section 2. The City of Greenwood Board of Public Works and Safety hereby establishes and adopts the following Temporary Modified Duty Policy for the City of Greenwood:

**I. PURPOSE**

The City has established a policy permitting employees on paid medical leave, such as Worker's Compensation or Disability Leave, to potentially perform job duties within their departments under the recommendations of their medical providers. Employees subject to the Pregnant Workers Fairness Act (Act) will be provided modified duties pursuant to the Act.

The purpose of the policy is to provide employees the opportunity to temporarily perform modified duties.

**II. POLICY**

A. An employee whose injury or illness is work-related will take priority for a Temporary Modified Duty assignment and may displace an employee, who is on Temporary Modified Duty for a non-work related medical event.

B. Management will determine the operational need for a Temporary Modified Duty assignment, the tasks to be performed, and the work schedule for a Temporary Modified Duty assignment.

C. A Temporary Modified Duty assignment may include tasks currently performed by the employee, reduction, or change of hours normally worked by the employee, and/or other tasks not in the employee's current job description. An employee must be qualified to perform the Temporary Modified Duty assignment.



D. If management determines the need for an employee to be assigned Temporary Modified Duty, and the employee refuses the assignment, the employee shall use available Paid Time Off (PTO) leave. If the employee's PTO leave has been exhausted, the employee will be placed on leave without pay.

E. When an employee is placed on a medical restriction arising from a workplace-related injury or illness, the City's Occupational Healthcare provider will monitor the employee's participation in, and the progress of, the employee's prescribed treatment regimen. If it is determined that the employee is not adhering to the regimen, management will withdraw the Temporary Modified Duty assignment.

F. A Temporary Modified Duty assignment will not exceed ninety (90) days per calendar year. If there are less than 90 days left in the calendar year, the remaining days of Temporary Modified Duty will be assessed against the second year. However, when an employee is on Temporary Modified Duty that extends from the end of one calendar year to the beginning of the next calendar year, the total number of days on Temporary Modified Duty may not exceed ninety (90) days.

Temporary Modified Duty is not guaranteed and may begin at any time and may end at any time. Temporary Modified Duty is not guaranteed for a full ninety (90) days.

### III. PROCESS

A. When an employee is injured or becomes ill while performing job duties and must be sent to the City's Worker's Compensation provider, a work status summary with full or modified duty recommendations must be submitted to the employee's supervisor and the Human Resources Department.

B. When an employee is evaluated by a provider for a medical event and is placed on restrictions, the employee shall provide a work status summary with full or modified duty recommendations to the employee's supervisor and the Human Resources Department.

C. The employee shall provide a work status summary to the employee's supervisor and the Human Resources Department each time the employee is evaluated by the provider who placed the restrictions on the employee. The work status summary must be provided within (1) one business day following the date of the evaluation.

D. Human Resources and management will review any changes in the restrictions, and determine whether the employee may return to the employee's full duty position, or remain on a Temporary Modified Duty assignment.

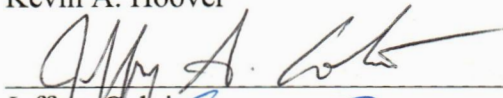
Section 3. This Resolution shall not effect or operate as a termination or modification of an existing temporary light duty work assignment or pending light duty assignment that was initiated prior to the adoption of this Resolution.

Adopted by the Board of Public Works and Safety of Greenwood, Indiana, on the 19th day of MAY, 2025.

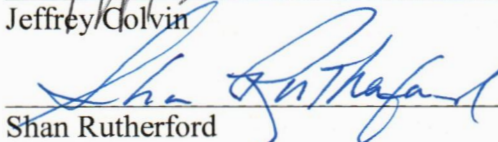
BOARD OF PUBLIC WORKS AND SAFETY



Kevin A. Hoover

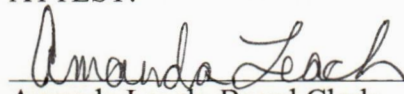


Jeffrey Colvin



Shan Rutherford

ATTEST:



Amanda Leach, Board Clerk