

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO. 03.28 DATE: February 6, 2024 SUBJECT: Personnel TITLE: Restricted Light-Duty FOR PUBLIC RELEASE: Yes</p>
---	--

I. Reference: AD 01.04, 01.13, 03.01, 03.06, 03.09, 03.10, 03.12, 03.20, 03.29; Employee Relations Manual K-01

II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)

III. Purpose: To establish guidelines providing accommodations to employees with a disability and to provide modified duties on a temporary basis for employees with substantiated medical restrictions.

IV. Policy:

A. The AACDDF shall make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or would pose a serious safety threat to an employee or others in the facility. Any employee requiring an accommodation is encouraged to bring this to the attention of their Supervisor. Administration, the employee along with the employee's Supervisor shall work together to find a solution that works for the employee and their substantiated medical restriction and/or disability.

B. When possible, the AACDDF will provide modified duties on a temporary basis to employees with medical restrictions. The ability of AACDDF may be limited by a number of factors including, for example, the existence of vacancies or the availability of duties that meet an employee's restrictions. The assignment to restricted duties shall be made only on a temporary basis and cannot be provided long term.

V. Procedure:

A. When an employee is injured on or off duty or has a medical condition and a physician determines they may return to work in a restricted light-duty capacity, the employee shall be required to submit a physician's certificate which addresses the following:

1. The nature of the injury/medical condition.
2. The date restricted duty should begin and specific duty restrictions, e.g., lifting, walking and/or sitting.
3. The expected date for return to full duty.
4. The ability to work overtime.

- B. Upon reporting for duty, the employee shall submit the physician's certificate to their supervisor, who shall discuss this with the Assistant Facility Administrator (ACFA) and determine the appropriate assignment, if one is available. An Officer/Corporal/Sergeant must be available for mandatory overtime and may volunteer for overtime at the end of a shift and/or work on a regular day off unless otherwise prohibited by a physician's certificate.
- C. Every effort shall be made to accommodate the employee's needs, as well as the needs of the AACDDF. If there is any disagreement resulting from the assignment, the matter shall be referred to the Correctional Facility Administrator (CFA) or Superintendent.
- D. The status of an employee injured in the line of duty shall be reviewed quarterly with Risk Management staff and the Office of Personnel's Fitness Coordinator; the status of an employee injured off duty shall be reviewed quarterly with the Fitness Coordinator.

This policy shall be reviewed annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.28 dated September 20, 2004
AD 3.28 dated July 1, 2009
AD 03.28 dated October 20, 2009
AD 03.28 dated December 19, 2022
AD 03.28 dated April 7, 2023