



Virginia Beach Department of Emergency Medical Services



## HUMAN RESOURCES

### LIMITED DUTY POLICY – CAREER UNIFORMED PERSONNEL

**PURPOSE:** The purpose of this policy is to establish procedures to supplement City policies regarding limited duty status.

**APPLICABILITY:** This policy shall apply to all career members of the Department of Emergency Medical Services.

**POLICY STATEMENT:** Establish guidelines for employees restricted to limited duty when they cannot perform their regularly assigned duties due to job related or non-job related injuries or illness.

#### CITY POLICIES

Members shall comply with Virginia Beach Department of Human Resources Policies 6.13 (Temporary Limited Duty Policy) and 6.13B (Temporary Limited Duty Policy – Maternity Provisions).

#### INTERNAL PROCEDURES

- A. A member assigned to limited duty will be provided a copy of related Department of Human Resources policies.
- B. A member on limited duty is prohibited from engaging in off-duty activities as regulated by the EMS Chief.
- C. While on limited duty the member will wear Class- B or C uniform unless directed otherwise by their immediate supervisor.
- D. A member on limited duty may be assigned to work for a new supervisor in a different division from their normal work position.
- E. The temporary supervisor will coordinate with the member and their normal supervisor to facilitate leave, payroll or other administrative matters.

- F. The immediate supervisor will be provided the work schedule, medical restrictions and anticipated length of limited duty.
- G. If there is a change in the length or scope of the limited duty, the member will advise their immediate limited duty and permanent supervisors.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

**ORDERED:**



1/20/2017

EMS Chief

Date