



**UNIFIED FIRE AUTHORITY
REQUEST FOR LIGHT DUTY**



_____, has requested assignment to a "light duty" position, outside of his/her job classification as a _____. In consideration of this request, would you please complete the following questions.

Attached is a list of tasks, in the different bureaus of the fire department, that must be performed if assigned to light duty. Please read carefully and list any of the tasks that cannot be performed by the employee.

- | | |
|----------|----------|
| 1- _____ | 4- _____ |
| 2- _____ | 5- _____ |
| 3- _____ | 6- _____ |

Write additional comments on back of form.

Can the employee drive a vehicle? _____ yes _____ no

Can the employee do any lifting? _____ yes _____ no

If yes, lifting up to _____ lbs.

When can the employee start light duty? _____

If this employee is placed on light duty, in your opinion, on or about what date will this employee be able to return to full duty? _____.

Are you the primary treating physician in this case? _____ yes _____ no

Are there any medical circumstances of which the Fire Department should be aware, if this employee is assigned to "light duty"? _____ yes _____ no

If "yes" please elaborate: _____

Physician Signature

Date

DEPARTMENT USE ONLY:

Approved by Command Staff: _____ yes _____ no
Date light duty will begin: _____
Bureau assigned: _____

Personnel Officer Signature

Payroll Coordinator Signature

UNIFIED FIRE AUTHORITY

POSITION DESCRIPTION

Light Duty Assignments

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills, and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office

The following are examples of tasks/assignments for assigned light duty personnel. Tasks/assignments assigned must be within the limits of the light duty medical release.

Objective A- Provides Assistance to the Medical Bureau

| | Yes | No |
|--|-----|----|
| <p>Task 1. As requested by the Medical Bureau Chief, develops and delivers lectures and demonstrations promoting the EMS service and the Fire Division using established department procedures.</p> | | |
| <p>Task 2. Maintains stock and storage area for the medical supplies in accordance with Bureau guidelines.</p> | | |
| <p>Task 3. Retrieves equipment and supplies for the medical units which have been left at various local hospitals and returns the equipment to the appropriate unit. Shuttles equipment and supplies between the fire stations and Bureau, as needed.</p> | | |
| <p>Task 4. Prepares and provides Continuing Medical Education training material for department personnel using Bureau, as needed.</p> | | |
| <p>Task 5. Provides needed video taping and/or editing assistance of various training sessions, public education programs and other functions using Bureau equipment and established procedures.</p> | | |
| <p>Task 6. Assists with Paramedic School either in presenting prepared lectures, working with students in lab time, equipment ordering, cleaning or restocking , or other tasks as requested by the Medical Bureau Chief, following Bureau Procedures.</p> | | |
| <p>Task 7. Researches and develops materials for use by the Medical Bureau using research techniques and division policies.</p> | | |
| <p>Task 8. Prepares, maintains, and files all records relating to the Medical Bureau and/or evaluation information using standard filing procedures.</p> | | |
| <p>Task 9. Must be willing to work varying work schedules, as assigned by the Bureau Supervisor</p> | | |

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office.

The following are examples of tasks/assignments for assigned light duty personnel. Tasks/assignments assigned must be within the limits of the light duty medical release.

Objective B - Provides Assistance to the Training Bureau

| | Yes | No |
|--|-----|----|
| <p>Task 1. Assists in the development of various instructional materials to be used in Fire Division training classes using established training standards and department policies and procedures.</p> | | |
| <p>Task 2. Provides and delivers training programs on a designated basis to comply with division training policies and procedures and established training techniques.</p> | | |
| <p>Task 3. Researches and develops material for use by the training section using research techniques and division policies.</p> | | |
| <p>Task 4. Prepares, maintains and files all records relating to training and/or evaluation information using standard filing procedures.</p> | | |
| <p>Task 5. Provides needed video taping and/or editing assistance of various training sessions, public education programs and other functions using Bureau equipment and established procedures.</p> | | |
| <p>Task 6. Assists in delivery of various training exercises at the Training Tower using established training standards and department policies and procedures.</p> | | |
| <p>Task 7. Other duties as assigned.</p> | | |
| <p>Task 8. Must be willing to work varying work schedules, as assigned by the Bureau Supervisor.</p> | | |

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office.

The following are examples of tasks/assignments for assigned light duty personnel. Tasks/assignments assigned must be within the limits of the light duty medical release.

Objective C - Provides Assistance to the Administration/Logistics Bureau

| | Yes | No |
|--|-----|----|
| <p>Task 1. Assists Logistics personnel in filling material Work Order requests received from the stations and bureaus within the divisions.</p> | | |
| <p>Task 2. Assists with shuttling vehicles from stations to County Fleet, Logistics and various vendors to assist the Staff Engineer, as needed.</p> | | |
| <p>Task 3. Assists in stocking the warehouse upon receipt of vendor deliveries to Logistics.</p> | | |
| <p>Task 4. Enters materials tracking information into the warehouse tracking program when stations or bureaus receive equipment or materials from Logistics.</p> | | |
| <p>Task 5. Assists with station inventory on an as needed basis.</p> | | |
| <p>Task 6. Assists the Staff Engineer with paperwork on vehicles that are being repaired or reassigned.</p> | | |
| <p>Task 7. Prepares various reports on an as needed basis.</p> | | |
| <p>Task 8. Performs mail courier service to all stations and bureaus on an as needed basis.</p> | | |
| <p>Task 9. Performs computer and communications checks. Assists the Communications Officer on an as needed basis to shuttle, repair or get parts to repair telephones, computers and communications equipment.</p> | | |
| <p>Task 10. May be requested to perform staff support functions in Administration.</p> | | |
| <p>Task 11. Other duties as assigned.</p> | | |
| <p>Task 12. Must be willing to work varying work schedules, as assigned by the Bureau Supervisor.</p> | | |

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office.

The following are examples of tasks/assignments for assigned light duty personnel. Tasks/assignments assigned must be within the limits of the light duty medical release.

Objective E
Fire Prevention, Public Education, Arson and Investigation

| | Yes | No |
|---|-----|----|
| <p>Task 1. Ensures compliance of day-cares, pre-schools, nursing homes and hospitals within County jurisdiction, with established Life Safety Standards and division policy.</p> | | |
| <p>Task 2. Enforces fire code requirements for County Business Licenses using adopted Uniform Fire Code, Life Safety Code and division policy.</p> | | |
| <p>Task 3. Reviews plans for construction access and fire hydrant installation and placement to ensure proper fire protection using adopted Life Safety Codes.</p> | | |
| <p>Task 4. Inspects fire protection system installations in new construction using adopted Life Safety Codes and division policy.</p> | | |
| <p>Task 5. Inspects various LPG, Underground Storage Tank and above-ground flammable and combustible liquid installations, as requested by the Fire Marshal, to ensure Life Safety Code compliance with the installation.</p> | | |
| <p>Task 6. Inspects the installation and removal of flammable liquid underground and above-ground storage tanks to ensure compliance with Life Safety Codes and division policy.</p> | | |
| <p>Task 7. Inspects, reviews and issues permits for LPG installations on commercial and residential sites using applicable codes and division policy.</p> | | |

Objective E (continued)

Fire Prevention, Public Education, Arson and Investigation

| | Yes | No |
|--|-----|----|
| <p>Task 8. Inspects auto body and fender shops which have paint booths to ensure compliance to the Uniform Fire Code.</p> | | |
| <p>Task 9. Assists the Public Education Specialist in presenting fire prevention programs to the various schools throughout the County using established program material.</p> | | |
| <p>Task 10. Assists the Public Education Specialist in the presentation of programs to the various senior citizen groups using established program material and schedules.</p> | | |
| <p>Task 11. Assists in moving and setting up props for the school programs and/or the senior programs using established program formats and division safety procedures.</p> | | |
| <p>Task 12. Assists in the preparation of lesson plan development for the fire suppression crews, using approved planning material from the Prevention Bureau.</p> | | |
| <p>Task 13. Delivers approved lessons and demonstrations to suppression crews at the various stations and, as requested and pre-approved, adult, school, pre-school and community groups.</p> | | |
| <p>Task 14. Develops and distributes pre and post tests for program audiences to test audience knowledge about fire prevention and their personal safety using established test development guidelines.</p> | | |
| <p>Task 15. Must have a reasonable knowledge of the Uniform Fire Code, Life Safety Code and how to use them. Must have reasonable oral and written communication skills. Must be willing to work varying work schedules, as assigned by the Bureau Supervisor.</p> | | |

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office.

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Objective F - Provides Assistance to the Emergency Services Bureau

Task 1.

As requested by the Bureau Chief, inputs information into the computer which relates to the Emergency Plan documentation using standard formats and division procedures.

Yes

No

Task 2.

Maintains accurate files for the Emergency Plan documentation that is gathered by the various County agencies using standard filing techniques.

Task 3.

Prepares information as requested by the SERA Title III site owners and distributes back to the requesting company or organization using established reporting procedures.

Task 4.

Answers incoming telephone calls using appropriate telephone etiquette.

Task 5.

Must be willing to work varying work schedules, as assigned by the Bureau Supervisor.

Objectives and Tasks/Assignments of this position and the tasks performed to achieve those objectives. Immediately following the Objective and Task statements, identify the critical knowledge, skills and abilities necessary to successfully perform in this position. Position Description Guidelines are available at the Personnel Office.

The following are examples of tasks/assignments for assigned light duty personnel. Tasks/assignments assigned must be within the limits of the light duty medical release.

Objective G - Other Duties as Assigned

KNOWLEDGE, SKILLS AND ABILITIES

Yes No

Knowledge of:

- Department policies and procedures
- EMS District Protocols
- Apparatus care and operation
- Pump operations
- Didactic training
- Effective communication techniques
- Effective written and oral communication techniques
- Emergency Medical policies and procedures
- Safety procedures
- Fire Prevention program development
- Fire Prevention practices
- Training and instruction techniques
- Principles of building construction
- Basic report writing
- Life Safety Codes
- Data collection and interpretation

Skills:

- Operating emergency vehicles and equipment
- Operating video and camera equipment
- Driving County vehicle
- Operating a computer

Abilities:

- Communicate effectively with all division personnel
- Develop and deliver programs and presentations
- Deal effectively with the public
- Express ideas clearly and concisely
- Organize Equipment
- Schedule events and programs
- Prepare reports

Objective G (continued)
Other Duties as Assigned

Special Requirements:

- Firefighter I Certification
- A valid driver's license
- Defensive Driving Certificate
- EMT-D Certification
- High School Diploma or GED equivalent

Yes

No

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Section 6275
*Fitness for Duty
Evaluations and Return to
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PROCEDURES

- 1.0 Following a lengthy illness, major injury or significant medical event, after failing the minimum essential job abilities evaluation or at the conclusion of a light duty assignment, an employee will be required to do the following before being allowed to return to full duty.
- 1.1 Obtain the appropriate medical release form from their physician, or other medical provider, which indicates they are released to perform the essential functions of their position. Firefighter employees must provide an additional release which indicates they are able to perform the minimum essential job abilities for firefighter employees.
- 1.1.2 If the employee's physician will not provide the appropriate medical release, the employee will be returned to the appropriate type of leave or to the remainder of a light duty assignment, if applicable.
- 1.2 Firefighter employees must also successfully complete the minimal essential job abilities evaluation.
- 1.3 If an employee does not return to work after being released to do the so, the Fire Chief or designee may apply discipline in accordance with Section 7240 of the Personnel Policies & Procedures.
- 2.0 A firefighter employee who does not successfully complete the minimum essential job abilities evaluation will be returned to the appropriate type of leave or to the remainder of a light duty assignment, if applicable. He or she must request to retake the minimum essential job abilities evaluation within 30 calendar days and may request to take it earlier.
- 2.1 Firefighter employees who do not successfully complete the minimum essential job abilities evaluation within thirty days of the initial evaluation will be referred to the Fire Chief for further evaluation and may be referred for a fitness for duty evaluation in accordance with paragraph 4.0 of this policy.
- 3.0 LIGHT DUTY ASSIGNMENTS
- 3.1 A merit or probationary employee, who is temporarily unable to perform all of the essential functions of the position held due to an injury, illness or medical condition, may request to be considered for a light duty assignment by completing the appropriate request form and submitting it to the Office of Human Resources.

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- 3.1.1 A pregnant employee may request consideration for a light duty assignment if she believes, and her physician concurs, that her current position may cause a risk of injury to herself or her unborn child.
- 3.2 The requesting employee will be given a copy of the appropriate light duty job description and a medical release form to take to his or her physician. The physician must complete the appropriate forms and provide a statement outlining the nature of the injury, illness, or medical condition, the physical limitations of the employee, and a prognosis which specifically states when, and if, the employee, once recovered, will be able to again perform the essential functions of his or her position and to successfully complete the minimum essential job abilities evaluation. The employee's physician must also sign a medical release form allowing him or her to perform the job duties associated with the light duty assignment.
- 3.3 The Fire Chief or designee shall not contact the employee's attending physician for added clarification unless the employee has submitted a signed medical release.
- 3.3.1 All employees are required to sign a medical release of information before the Fire Chief or designee is able to contact the employee's physician with the exception of those employees currently on workers' compensation.
- 3.3.2 Employees who refuse to sign a medical release of information and thereby prevent the Fire Chief or designee from obtaining the necessary medical information may not be allowed to work in a light duty assignment.
- 3.4 The Fire Chief, or designee, shall consider the information provided by the employee as well as the employee's knowledge, skills and ability to perform the job duties of the light duty assignment. If approving the assignment, the Fire Chief, or designee, shall submit a Personnel Action Form to move the individual into a light duty classification, which is equivalent with his or her normal rank or pay grade.
- 3.4.1 The Fire Chief or designee shall prepare general job descriptions for light duty positions.
- 3.4.2 An employee must meet performance expectations of the light duty assignment. The employee shall be assigned to a member of the administrative staff who may recommend to the Fire Chief or designee that the light duty assignment be discontinued if performance expectations are not met.

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- 3.5 Light duty assignments normally will not exceed six months in length.
- 3.5.1 An employee on light duty due to an on-the-job injury may have the assignment extended for up to another six (6) months based on his or her physician's recommendation and with the approval of the Fire Chief or designee.
- 3.5.2 An employee on light duty due to injury, illness or a medical condition not related to an on-the-job injury, may request an extension for up to another six months. When requesting the extension, the employee must provide another physician's statement, which updates any changes to the employee's injury, illness, or medical condition or the employee's physical limitations. The statement must also provides a prognosis which specifically states when, and if, the employee, once recovered, will be able to again perform the essential functions of his or her position and to successfully complete the minimum essential job abilities evaluation.
- 3.5.3 The employee's physical condition will also be reviewed by an Authority authorized physician prior to granting a six-month extension.
- 3.5.4 The Fire Chief or designee will decide whether to grant an extension and notify the employee. If an extension is not granted, depending on the employee's prognosis, he or she will be returned to the appropriate type of leave or he or she will meet with the Fire Chief or designee to discuss his or her options as described in paragraph 5.0 and/or 6.0 of this policy.
- 3.6 A periodic review of an employee's physical condition by an Authority authorized physician may be required by the Fire Chief or designee at any time during a light duty assignment.
- 3.7 If full recovery exceeds the duration of the light duty assignment, the Fire Chief or designee will arrange a meeting with the employee to discuss the employee's options as described in paragraph 5.0 and/or 6.0 of this policy.
- 3.7.1 If the disability occurred as a result of a work related injury, reference shall be made to Section 6240 of the Personnel Policies & Procedures.
- 3.8 As soon as the employee's physician is ready to release the employee to return to full duty, the employee should contact the Office of Human Resources, who will

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coordinate the return to work process as outlined in paragraphs 1.0 and 2.0 of this policy.

3.9 An employee who retires, or otherwise terminates employment, while on light duty, is eligible to be paid for his or her accumulated sick leave and vacation in accordance with sections 6180 and 6170 of the Personnel Policies and Procedures. However, the hourly rate used to calculate the pay-out amount shall be converted from an 8-hour rate to a 24-hour rate if the employee held a 24-hour position immediately prior to the light duty assignment.

4.0 Fitness-for-Duty Evaluations

4.1 If any supervisor has concerns about an employee's ability to perform the essential functions of his or her position due to an injury, illness or medical condition or event, or that the continuation of duties may create a potential liability for the Authority, the supervisor shall submit a recommendation for a fitness-for-duty evaluation to the Fire Chief or designee in accordance with this paragraph.

4.1.1 If a supervisor has concerns about an employee's behavior, which is significantly affecting the employee's job performance, he or she should also submit a recommendation to the Fire Chief or designee for a fitness-for-duty evaluation.

4.1.2 When evaluating a recommendation for a fitness-for-duty evaluation, the Fire Chief or designee may consider the following:

4.1.2.1 The employee's performance when taking recent minimum essential job abilities evaluations or the employee's performance in other training exercises;

4.1.2.2 Recordable, observable facts from the employee's supervisor or co-workers concerning job performance or a medical condition or behavior related to job performance;

4.1.2.3 The employee's own admission of difficulty in performing job tasks or his or her refusal or reluctance to participate in job functions, fitness activities or physical evaluations;

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- 4.1.2.4 The results of a medical examination conducted by the Medical Assessment Center (MAC) or other contracted medical provider as described in Section 7110 of the Personnel Policies and Procedures;
- 4.1.2.5 Information provided by the employee's physician (following the employee's release), concerning the employee's medical condition or behavior, such as that obtained when processing the request for a light duty assignment or a request for FMLA leave or sick leave.
- 4.1.3 If the fitness-for-duty recommendation relates to a physical injury, illness, condition or event, the Fire Chief or designee will require the employee to obtain the appropriate medical release form from their physician, or other medical provider, which indicates they are released to perform the essential functions of their position. Firefighter employees must provide an additional release which indicates they are able to perform the minimum essential job abilities for firefighter employees. Following receipt of the release, a firefighter employee will also be required to take the minimum essential job abilities evaluation. Employees may also be required to have a medical examination conducted by a Authority approved Physician.
 - 4.1.3.1 If the employee's physician will not provide the appropriate medical release, the employee will be placed on the appropriate type of leave and the Fire Chief or designee will consider that information when considering the recommendation for a fitness-for-duty evaluation.
 - 4.1.3.2 A firefighter employee's performance, and past performance, while taking the minimal essential job abilities evaluation will be considered by the Fire Chief or designee when considering the recommendation for a fitness-for-duty evaluation.
 - 4.1.3.3 If administered, the medical examination will also be considered by the Fire Chief or designee when considering the recommendation for a fitness-for-duty evaluation. The Fire Chief or designee may also consider past medical examinations.
- 4.1.4 The Fire Chief or designee may consult with appropriate Fire Department Personnel, the Attorney for the Authority, the contracted Employee Assistance Program (E.A.P.) Manager or the Merit System Coordinator to determine whether a fitness-for-duty evaluation may be advisable.

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- 4.2 If the Fire Chief or designee decides to proceed with referring the employee for a fitness-for-duty evaluation, he will coordinate a behavioral or psychological fitness-for-duty evaluations through a contracted private provider. Physical fitness-for-duty evaluations will be administered and/or coordinated by the Medical Assessment Center (MAC) or other contracted medical provider. The employee will be placed on administrative leave with pay pending the result of the evaluation process.
- 4.2.1 After conducting a fitness-for-duty evaluation, the evaluator will provide the following information to the Chief or designee:
- 4.2.2.1 General description of the problem;
- 4.2.2.2 An assessment of the likelihood for resolution of this problem including the length of time required, rehabilitation, possible use of sick leave, FMLA leave, etc.; and
- 4.2.2.3 Recommendations for any changes in work assignments, etc.
- 4.2.3 If the employee is in treatment for problems affecting work performance, the Fire Chief or designee may request subsequent periodic reports from the clinician providing treatment under this policy, with the signed consent of the employee, regarding the employee's progress towards resolving work related problems and becoming fully functional on the job.
- 4.2.4 In cases where the employee is making satisfactory progress toward rehabilitation and is cooperating through release of necessary information to the Fire Chief or designee, the Fire Chief or designee may use such information to make appropriate allowances for the employee such as use of sick leave, use of FMLA leave, revised work assignments, work location, etc., as he believes are appropriate to allow the employee to regain full productivity. The Fire Chief or designee may discuss such special provisions with appropriate Fire Department Personnel, the Attorney for the Authority, the contracted Employee Assistance Program (E.A.P.) Manager or the Merit System Coordinator.
- 4.2.5 Any records containing detailed personal medical, psychiatric, or psychological data about an employee, beyond that set out in Paragraph 4.2.2.1 of this policy, shall be classified confidential in accordance with the Government Records Access and Management Act (GRAMA).

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4.2.5.1 Such records shall be kept in a locked file, shall not be placed in the employee's official personnel file and shall be made available to Authority personnel who have a clear and demonstrable need for access to the record, in accordance with GRAMA and the provisions of this policy.

4.2.5.2 Such records shall be made available only to qualified medical personnel upon written and notarized release from the employee and pursuant to GRAMA.

4.4 When the Fire Chief or designee directs that an employee undergo a fitness-for-duty evaluation and the employee fails to do so, or fails to make progress toward rehabilitation, the Fire Chief or designee shall follow normal disciplinary procedures.

4.5 If the evaluator reports that resolution of the work related problem is unlikely or that the employee is not expected be able to again perform all of the essential functions of his or her position and to successfully complete the minimum essential job abilities evaluation before the end of a twelve month period, the Fire Chief or designee will arrange a meeting with the employee to discuss the employee's options as described in paragraph 5.0 and/or 6.0 of this policy.

5.0 If during the return-to-work process, or the fitness-for-duty process, the employee is determined to be a qualified employee with a disability who can perform the essential functions of the position held, the Fire Chief or designee shall follow the process for examining the possibility of a reasonable accommodation in accordance with Section 4176 of the Personnel Policies and Procedures.

6.0 In cases where an employee is unable to continue performing, with or without accommodations, the essential functions of the position held and won't be able to do so within a twelve-month period, the Fire Chief or designee shall have thirty days in which to attempt to transfer or reassign the employee to a vacant position within the Authority.

6.1 The employee may be returned to the appropriate type of leave, or placed in leave without pay status while the Fire Chief or designee attempts to place the employee in another position.

6.2 If a position does not become available within thirty days, the employee's employment with the Authority shall be terminated unless he or she qualifies for medical retirement and elects to take it.

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- 6.2.1 The Authority shall notify the terminated employee of any positions that become available within the next 30 days following the termination of employment so that the employee may make application for any position that he or she is interested in, and qualified for.
- 6.3 Employees may not be terminated due to their inability to perform essential functions of the job if the inability is directly related to the Authority's failure to remove architectural barriers.