

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

ALTERNATE ASSIGNMENT REVIEW COMMITTEE

MP103.02F 11-07-N

MEMBERS

The Alternate Assignment Review Committee standing members will be the Deputy Chief of Personnel, the Deputy Chief of the Health Center, the Deputy Chief of Good and Welfare, a representative from Local 493 and the Division Chief of Personnel. Other members of the Fire Department may be asked to participate on a case-by-case basis as determined by the committee to share specific knowledge that will help the committee make a more informed decision. As an example a physician may be invited to share knowledge as to a member's ability or inability to perform certain functions without disclosing sensitive case information.

MEETING FREQUENCY

The Alternate Assignment Review Committee will meet quarterly or as needed, as determined by the Deputy Chief of Personnel.

RESPONSIBILITIES

- This committee shall review the status of Fire Department employees currently on Industrial Leave, Extended Sick Leave, Alternate Assignment or Long Term Alternate Assignment based on the roll calls produced by the Health Center's Employee Injury Liaison.
- Each member's status will be considered individually with regards to the health of the member, the length of stay on Alternate Assignment, the availability of long term positions, the member's intentions relative to returning to full duty status, retirement options, and the Department's ability to reclassify positions in an effort to maintain positions in the system.
- The committee will adhere to ADA regulations with regards to assigning members to staff positions, making every effort to accommodate each member.
- Based on the review of the facts in each case, the committee will make recommendations to the Assistant Chief of Human Resources.