

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

ALTERNATE DUTY PROGRAM

MP104.02B 04/06 - R

The Alternate Duty Program is designed to provide alternative work assignments for members unable to perform normal assignments due to injury or illness. A variety of assignments is available depending on the physical limitations of each affected member. A member assigned to alternate duty shall be in a recuperative mode from his/her illness or injury, and shall conform to all limitations indicated by his/her treating physician and/or Fire Department Health Center physician.

The Phoenix Fire Department will try to provide alternate duty assignments for members not able to perform the regular duties, based on medical evaluation of each individual and the needs of the Department. Alternate Duty members will be assigned to various sections or activities based on written requests on file at the Fire Department Health Center.

The Fire Department Health Center in conjunction with the Personnel Control Officer will be assigned the responsibility of managing the Alternate Duty Program.

FIRE DEPARTMENT HEALTH CENTER RESPONSIBILITIES

The Health Center will monitor Department leave Roll Calls to identify members who may be eligible for alternate duty. Members on long term sick or industrial leave will be contacted to determine their eligibility with respect to an alternate duty assignment.

The Fire Department Health Center will manage the assignments and records for the alternate duty program.

The Fire Department Health Center will review all medical slips and, if necessary, coordinate with City Safety in determining the physical limitations of the member before an alternate duty assignment is made. The following notifications will be made to the areas indicated below by the Fire Department Health Center when a member is placed on alternate duty or returned to full duty:

1. Member's Battalion Chief or Section Head.
2. The South Deputy when a 56 hour employee is involved.
3. Fire Department Payroll.
4. Personnel Control Officer.
5. Section Head where the member will be assigned while on alternate duty.

The Fire Department Health Center will coordinate a three (3) month follow-up evaluation on members who have been assigned to alternate duty for a period of three (3) months or more.

Members who are eligible for retirement will be counseled about that eligibility at the completion of three (3) months of alternate duty.

EMPLOYEE RESPONSIBILITIES

Prior to reporting to alternate duty, members will be evaluated by the Fire Department Health Center physician. The Fire Department Health Center physician will provide the member with an alternate duty (limited duty) release slip. Members who have been released by a physician other than the Fire Department Health Center physician are required to be evaluated by the Fire Department Health Center physician prior to an alternate duty assignment.

Members released for alternate duty (limited duty) by the Fire Department Health Center physician will report in proper uniform or approved work clothing to the Fire Department Health Center for an alternate duty assignment.

Members reporting to the Fire Department Health Center for an alternate duty assignment will complete and sign the appropriate leave forms after consultation with the member's assigned District or Section Office. Copies of those forms will be sent to the member's assigned District or Section Office. Originals are forwarded to Fire Payroll.

MEMBERS ON INDUSTRIAL LEAVE FOR THREE MONTHS OR MORE SHALL BE PLACED IN AN ALTERNATE DUTY POSITION FOR REHABILITATION AND/OR EVALUATION PRIOR TO FULL DUTY AS PER M.P. 103.06.

MEMBERS RETURNING TO FULL DUTY

Members who have been released for full duty by the Fire Department Health Center physician will report the information to their Alternate Duty Supervisor via telephone, prior to leaving the Health Center. Copies of the doctor's release slip will be distributed to the Battalion Chief/Section Head and Payroll. The South Deputy, the member's assigned Battalion Chief/Section Head, Payroll and Personnel Control Office, will be notified when the member is returned to full duty.

NOTE: (Employees released by a private physician must be evaluated by the Fire Department Health Center physician prior to release for full duty.)

OBTAINING ALTERNATE DUTY PERSONNEL

Divisions or Sections in need of alternate duty personnel must notify the Fire Department Health Center via a written request containing the nature of assignment. Upon receipt of request, the Alternate Duty Supervisor will note the request on the Alternate Duty Request List.