

I. INTRODUCTION

The Town of Brunswick is concerned about the health and well-being of its employees. We are committed to working with our employees and the occupational health provider to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities.

At any time, the Town of Brunswick may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duty within/or by one hundred eighty (180) calendar days' subject to available work that will be beneficial to the Town. Work consistent with temporary work restrictions may be assigned to the employee, the employee is expected to accept the assignment.

The employee is expected to be an active participant in this process by providing M1's Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commit to following restrictions as outlined in the M1 Practitioner's Reports or otherwise agreed upon.

Any injured or ill employees who have work capacity, as determined by the town's preferred health care provider will then be assigned the identified work tasks to provide the employee safe, productive, and transitional work while he/she continues to recover.

This policy is intended to work in conjunction with Standard Operating Procedures (SOPs), Personnel Ordinance, Collective Bargaining Agreements, and all other Town Policies.

Included with this program is short descriptor titled: "Defining Physical Requirements," to be used when the provider requires further clarification of the physical requirements involved.

II. WORK TASKS

The following is a list of various tasks that have been identified as being suitable for safely returning ill or injured employees, who cannot perform their regular job, to meaningful, productive work. This list is not intended to be all-inclusive in nature. Further input and suggestions from all employees is most welcome.

It is understood that some of these tasks will be skill specific and others will be utilized at the discretion of the involved department head. It is further understood that in

some situations, specific training will have to be provided to the individual assigned the task and others will require confidentiality.

- Sit/stand indicates capability to alternate between both.
- Listed tasks can be alternated to prevent frequent repetition.
- Tasks will be modified, as able to accommodate individual employee restrictions.

1. Shredding documents. **Physical requirements:** Sit/Stand - can alternate.
2. Filing. **Physical requirements:** Sit/stand, non-forceful pinch gripping.
3. High volume photocopying. **Physical requirements:** Standing, ability to alternate with other task & accommodate for weight restrictions.
4. Answering telephones and transferring to appropriate people (**requires minimal training**). **Physical requirements:** Sit/stand, talk, keying on phone, holding handset or using headset.
5. Open, stamp & distribute mail to appropriate office staff. **Physical requirements:** Sit/stand, walk short distances, use of manual date stamp; can be alternated with other tasks.
6. General word processing/data entry. **Physical requirements:** Sitting, computer use - primarily keying.
7. Minor maintenance in the office, i.e. hanging shelving/signs etc.; **Physical requirements:** Sit/stand. Tasks assigned can be accommodated to employee's restrictions.
8. Cleaning and minor repair of indoor/outdoor department equipment. **Physical requirements:** Sit/stand/walk/drive/some bending and lifting. Tasks assigned can be accommodated to employee's restrictions.
9. Take meeting minutes. **Physical requirements:** Sit/stand, write or key on computer.
10. Inventory storage rooms/garages. (**Need to identify physical requirements, which can include:** Sit/stand/walk, some bending and lifting; can be adapted to employee's restrictions.
11. Organize/Compile training packets. **Physical requirements:** Sit/stand.
12. Transferring old plans to new files. **Physical requirements:** Sit/stand/walk, write or key on computer.
13. Ordering supplies. **Physical requirements:** Sit/stand, use of computer, phone.
14. Cleaning computers, phones and other equipment. **Physical requirements:** Sit/stand.
15. Checking fire extinguishers. **Physical requirements:** Sit/stand/walk.

16. Inside custodial work, i.e. dusting, mopping/vacuuming, court/track cleaning etc. **Physical requirements:** Sit/stand/walk, can involve bending, stooping, pushing, lifting. Adaptable to employee restrictions.
17. Outside custodial work, i.e. emptying trashcans, pruning, weeding, running snow blower, mowing, utilizing self-propelled push mower, etc. **Physical requirements:** Sit/stand/walk; can involve bending, stooping, pushing, lifting. Adaptable to employee restrictions.
18. Intra-departmental courier. **Physical requirements:** Sit/stand/walk, driving.
19. Organize items for department events. **Physical requirements:** Sit/stand/walk, some bending and lifting, some computer use.
20. Update Material Safety Data (MSDA) books. **Physical requirements:** Sit/stand; may include some computer use - primarily keying, or writing - non-forceful pinch-gripping.
21. Inside light painting of facilities and equipment. **Physical requirements:** bending, stooping, pushing, lifting, sit/stand/walk. Adaptable to employee restrictions.
22. Outside light painting of facilities, benches and equipment. **Physical requirements:** bending, stooping, pushing, lifting, sit/stand/walk. Adaptable to employee restrictions.

III. DEFINING PHYSICAL REQUIREMENTS

Modified work capacity will be prescribed by the town's preferred provider as follows:

- Occasionally = up to 3 hours per day
 - Frequently = up to 6 hours per day
 - Constantly = up to 8 hours or greater per day
 - Less than, greater than or equal to $\frac{1}{3}$ of the time, $\frac{1}{2}$ of the time, or $\frac{2}{3}$ of the time
1. **Lifting** - maximum and minimum weights that have to be lifted during the course of performing the task.
 2. **Overhead work**
 3. **Climbing/Bending/Stooping/Kneeling/Twisting**- approximately how much time spent during the course of a regular work day doing these activities?
 4. **Standing/Sitting/Walking**- Identify how much time spent at each & if there is flexibility to alternate.
 5. **Pinch gripping** (using thumb and index finger).
 6. **Flexion** (bending) and **extension** of major joints.
 - a. **NOTE:** Major joints refers to neck, shoulder, spine, wrist, elbow, hips, knees, ankles
 7. **Vibration** - i.e. jack hammer, electric drill, sander, etc.

8. **Repetitiveness** (any motion that is repeated less than six times per minute is considered, from a medical perspective, as **infrequent** repetition.
9. **Extremes of temperature** (i.e. below 30° and above 90°).
10. **Confined spaces** (i.e. kneeling for more than 20 minutes while performing a task, working with neck, back or extremities in bent or angled positions for extended periods of time.

IV. **Summary**

This policy recognizes the Family Medical Leave Act (FMLA), the Town of Brunswick Personnel Ordinance, along with Standard Operating Procedures (SOPs) that the department's may have. It is intended to work in conjunction with them.

Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

NO TEMPORARY WORK ASSIGNMENT DESCRIBED OR COVERED UNDER THIS GUIDELINE IS INTENDED OR OFFERED AS A PERMANENT ASSIGNMENT.