



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Fire and Police Trainees Return to Academy Training Classes with Temporary Medical or Physical Restrictions
Creation Date: February 5, 2013
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann
Description: Fire and Police Trainees Returning to Academy Training Classes with Temporary Medical or Physical Restrictions

I. Policy:

It is the City's policy to attempt to assist fire and police trainees (hereinafter referred to as "trainee") who are returning to academy training classes with temporary medical or physical restrictions (hereinafter referred to as "temporary restrictions") as much as possible in order to have the trainee successfully complete the requisite training regimen.

II. Procedure:

Section 1: Once a trainee knows that he or she is going to be released to return to academy training classes with temporary medical or physical restrictions, the trainee shall provide to the Department Human Resources Manager (DHRM) and the training academy supervisor for review the documentation from the treating physician within 3 days of receipt.

All trainees subject to this policy are classified as temporary employees until successful completion of the training academy, at which time the trainee will become a regular employee.

Section 2: The documentation must indicate the nature of the illness or injury, the type of temporary restrictions necessary to accommodate the illness or injury, and the anticipated duration of the temporary restrictions. If the documentation does not contain this information, the trainee will not be allowed to return to the training academy until such documentation is provided and reviewed.

Section 3: When making a determination of whether to permit a trainee to return to the training academy after he or she has the required documentation from a treating physician detailing the injury/illness and the temporary restrictions, the City will, on a case by case basis, take into consideration the following:

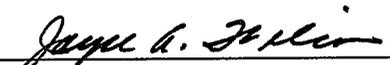
- a) The trainee's ability to complete all required training with the documented temporary restrictions; and
- b) The attendance requirements as set forth by the appropriate accrediting agency or agencies; and
- c) Prior absences during the training period in conjunction with the anticipated days away from training classes due to the documented temporary restrictions, if any; and
- d) The City's policy on Return to Duty with Medical or Physical Restrictions, as applicable.

Section 4: If it is determined that the temporary restrictions should not prevent the trainee from completing the requisite training regimen, the DHRM will notify the trainee and the trainee must report to work by the date specified by the DHRM.

Section 5: A trainee will not be allowed to train at the academy with a documented medical or physical temporary restriction for more than 90 calendar days.

Section 6: If it is determined that the trainee cannot complete the requisite training regimen with the documented temporary restrictions, the trainee will be required to resign from the Academy.

APPROVED BY:



Joyce A. Wilson, City Manager

2/25/13
Date