



# UNITED STATES POSTAL SERVICE

PROCESSING & DISTRIBUTION - Des Moines, IA 50318-9997

DATE: December 30, 1994

OUR REF: JJDooley:mc:MSW(Liteduty)

SUBJECT: Light Duty Policy

TO: DES MOINES PROCESSING & DISTRIBUTION EMPLOYEES

It has been determined that it would be in the best interests of all employees to assure that we have consistent guidelines for the proper handling of light duty requests.

In an attempt to provide consistency and to respond to employee Light Duty requests on all tours and in all Processing and Distribution areas in a similar manner, the following Light Duty definitions and policy will be put into effect beginning December 31, 1994.

## DEFINITIONS:

**LIGHT DUTY:** Work assignment for employees recuperating from a non-work related injury, or illness, which temporarily precludes them from performing the full scope of their bid assignments. This includes changes in physical and functional requirements (for example, unable to lift more than ten pounds, or may not use a rest bar, etc.); environmental factors (for example, must work in a dust free environment, or no noise above 10DB, etc.); working hours (for example, work must be limited to no more than eight hours a day and forty hours a week, or may not work nights, etc.).

**TEMPORARY LIGHT DUTY:** Normally a work assignment for employees recuperating from a non-work related injury, or illness, which precludes them from performing the full scope of their bid assignments for less than one year.

**PERMANENT LIGHT DUTY:** Work assignment for employees recuperating from a non-work related injury, or illness, which permanently precludes them from performing the full scope of their bid assignment. Generally, when the recuperation period is one year,



or more requiring light duty, the condition will be considered permanent in the absence of medical evidence establishing that recovery will occur within a reasonable time.

**MEDICAL STATEMENT:** A statement from a licensed physician, or licensed chiropractor, which gives evidence of the physical, or mental condition of the employee, the need for the reassignment, the ability of the employee to perform other duties, and the anticipated duration of the convalescence period.

**POLICY:**

Processing and Distribution employees may apply for either permanent, or temporary light duty by submitting a written request accompanied by a medical statement to the Plant Manager. The medical statement will be submitted to a physician designated by the Postal Service for review. After the designated Postal Service physician has reviewed and concurred with the medical statement, the employee will be assigned to a work assignment that meets the requirements of the medical statement, if a suitable work assignment is available. Adjustments may also be made to the employee's normal assignment to convert it to a light duty assignment provided the work can be efficiently performed within the employee's limitations and no other assigned full-time regular employee will be adversely affected.

Temporary light duty assignments will be reviewed at least by the end of each six month period that the employee is temporarily assigned to light duty. The review is to determine the need for continuation of the employee in the temporary light duty assignment. Therefore, a current medical statement must be submitted to the Plant Manager for use in this review.

Permanent light duty assignments will be reviewed at least by the end of each one year period that the employee is permanently assigned to light duty. The review is to determine the need for continuation of the employee in the permanent light duty assignment. Therefore, a current medical statement must be submitted to the Plant Manager for use in this review.

The employee may be requested to submit to a medical review by a designated physician if the Plant Manager believes such examination to be necessary. Medical statements and other related medical documents will be placed in a medical file under the employee's name, which will be maintained under the custody of the Occupational Health Nurse Administrator located at the Des Moines GMF.

All of the provisions of Article 13 of the National Bargaining Agreements and the Local Memoranda of Understanding will be



applicable. If a conflict arises between any provisions of this policy and the National Bargaining Agreements, or the Local Memoranda of Understanding, the provisions of the National Bargaining Agreements and the Local Memoranda of Understanding will prevail.

Those employees who are currently placed in temporary, or permanent light duty assignments will submit the required medical statement on the anniversary of their assignment to light duty position. Employees in light duty assignments will be provided written notice of the date by which they are expected to submit the required medical statement approximately 30 days before their anniversary date. Failure to supply the required medical statement will terminate the light duty assignment on the day following the anniversary date.

John J. Dooley  
Lead Plant Manager  
Des Moines P&D Center

