

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures
PREGNANT FIRE DEPARTMENT MEMBERS

M.P. 103.02E	Date Revised: 06/2025
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: AR 2.143 – Family and Medical Leave; AR 2.146 – Paid Parental Leave, AR 2.341 – Reasonable Accommodation in Employment; 105.01 – Health and Wellness Center, 104.02B – Transitional Work, 103.02F – Transitional Work Review Committee	

PURPOSE

It is the policy of the Fire Department to provide equal employment opportunities to all members. Pregnant members have the option to work a Transitional Work Assignment when unable to perform their regular assignments due to pregnancy. Transitional Work Assignments can include jobs that avoid exposure to heavy metals, hydrocarbons, carbon monoxide, excessive heat, loud noise, radiation and combustion products.

PROCEDURE

If or when a pregnant member is ready to vacate their operations assignment and work a Transitional Work Assignment, a variety of jobs are available depending on the physical limitations of the member. The member shall conform to all restrictions/limitations indicated by their treating provider or their Fire Department Health and Wellness Center clinician.

The member should contact the Fire Department Health and Wellness Center if they need a Transitional Work Assignment due to pregnancy. Members working a Transitional Work Assignment will be assigned to various Fire Department sections or activities based on the needs of the Department.

The member will notify their supervisor that they are reporting to the HWC for a Transitional Work Assignment. Once assigned, they may remain on transitional work for the duration of their pregnancy and check in at the HWC every 30 days. During or after the pregnancy, the member may transition to FMLA leave. After the pregnancy, the member also may be eligible for Paid Parental Leave. *The member must notify the transitional work supervisor when the assignment ends.

When the member’s personal leave (any combination of FMLA, Paid Parental Leave, vacation, etc.) is complete, the member will return to the HWC to re-evaluate their work status. The member will again be eligible for a Transitional Work Assignment for up to one year. The member will be offered various tasks within the Fire Department sections based on the needs of the Department.

While on Transitional Work Assignment during the postpartum period, the member may take breaks for lactation. The member may also participate in a post-partum fitness program until they are able to complete the re-entry process. PFD PT is available for postpartum fitness training at any time while the member is on personal leave or during their Transitional Work Assignment.

In rare circumstances, Transitional Work Assignments may exceed one year. Extension requests must be reviewed by the Transitional Work Assignment Review Committee, coordinated by H&WC and Fire HR. To be eligible, the need for extension must be documented by the member's treating provider and the member must be compliant in the Transitional Work Assignment Program.

Upon the member's release to full duty, a physical exam will be scheduled, and re-entry procedures will begin.