

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures
TRANSITIONAL WORK

M.P. 104.02B	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: A.R. 2.34 – Transitional Work Policy; A.R. 2.341 – Reasonable Accommodation in Employment; A.R. 2.143 – Family and Medical Leave; A.R. 2.323 – City of Phoenix Long Term Disability Program; 103.06 Industrial Leave (soon to be called Injury Reporting and Industrial Leave); 105.01 Health and Wellness Center; 103.02E Pregnant Fire Department Members; 103.02F Transitional Work/Industrial Review Committee.	

PURPOSE

The Fire Department’s Transitional Work Program is designed to provide transitional work for members unable to perform normal assignments due to industrial or personal injuries/illness. A variety of assignments are available depending on the physical limitations of each affected member. A member assigned to transitional work shall be in a recovery mode from their industrial or personal injury/illness and shall conform to all restrictions/limitations indicated by their treating provider and/or their Fire Department Health and Wellness Center (HWC) clinician.

For members not able to perform their regular duties, the Fire Department will try to provide transitional work with short-term job duties that comply with temporary medical restrictions. Members working a transitional work assignment (TWA) will be assigned to various Fire Department sections or activities based on the needs of the Department and the restrictions/limitations of the member per their treating provider. Transitional work is not designed to be a permanent placement or a permanent assignment.

The HWC has the responsibility of managing the Transitional Work Program.

PROCEDURE

Fire Department Health and Wellness Center Responsibilities:

- A. Members must report work status changes and make an appointment at the HWC with supporting documentation, including restrictions and limitations given by their treating provider.
- To participate in the Transitional Work Program, the member is required to be evaluated by a HWC clinician.
 - The HWC clinician will review all medical notes/work status provided by the outside treating provider and, if necessary, coordinate with the City HR Department’s Safety

Section in determining the member's limitations before a TWA is made. The member's medical documentation will be uploaded into the patient's electronic medical chart.

- B. After the appointment with the HWC clinician, the member will be given Transitional Work Guidelines to review and sign, and an assignment will be discussed with the Transitional Work Coordinator. The signed Guidelines will be uploaded into the members' electronic medical chart.
- C. Once the Transitional Work Coordinator receives approval from the section head or designee, the member will be notified of the TWA start date. Telestaff and the HWC Daily Rollcall will then be updated.
- D. The HWC will track transitional work members on the HWC Daily Roll Call. This will include the name of the section the member is assigned to and how long the member has been out of the field.
- E. Per the Transitional Work Guidelines, the member must be evaluated every 30 days in person at the HWC. At this appointment, the member's most current medical documentation from their treating provider must be obtained. The HWC will coordinate these follow-up appointments.
 - It is the member's responsibility to obtain a written work status update after each specialist appointment.
- F. TWAs are 5 days per week, Monday-Friday, 8 hours per day unless otherwise approved by Fire Department management. There are a few pre-approved shift work assignments.
- G. If a treating physician or authorized provider (NP, PA) releases a member from "no work" status to transitional work, it is the member's responsibility to contact the HWC no later than 1 business day after the release. If the member fails to contact the HWC, all hours following the required reporting day will be charged to the member's personal leave bank.
- H. If a member declines a TWA, the member will be required to use personal leave. If the PFD is unable to accommodate the restrictions given by the authorized provider, and the member has an active, open industrial claim allowing for "lost time," the member will be placed on industrial leave. If the member has exhausted their 2912 full pay benefit, the member will be required to use personal leave in conjunction with the industrial lost time payment in order to continue receiving 100% of their base pay.
- I. When a member is released to transitional work, they must sign a release authorizing their medical information to be shared on a need-to-know basis with Department management and the Transitional Work (TW) Review Committee. Otherwise, all medical records will be kept strictly confidential. If a request is made by Department management to access a member's medical information, that request will first be reviewed by the department head of the HWC before any further action is taken or access is granted.
 - Only records specific to the current injury, illness or condition causing lost time will

be subject to release when a member is released to transitional work.

- Fire Department management will be informed of the member's TWA, the member's length of time out of the field/normal assignment, how the member's injury occurred, and their prognosis.
- J. While temporarily assigned to transitional work, the member will be paid at their regular rate of pay.

Duration of Transitional Work:

- A. The HWC can initially assign up to three months of transitional work based on the member's medical restrictions.
- B. An additional three months may be approved by the HWC section head. The HWC provider must document their review of the member's current medical restrictions and compliance in the program.
- C. In some circumstances, transitional work may exceed six months. Extension requests must be reviewed by the TW Review Committee, coordinated through the HWC and Fire HR.
- The TW Review Committee will review the circumstances surrounding the member's injury/illness or industrial claim during its monthly meeting and determine if an extension is appropriate.
 - The TW Review Committee and the Fire Chief may consider extending a TWA beyond six months for catastrophic injuries or extenuating circumstances.
- D. If a TWA is no longer available, the committee may collaborate with City HR to determine if the member is eligible for other options. Examples may include a reassignment or other accommodation under the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA) leave, Long Term Disability, and retirement.

Returning to Full Duty:

Members who have been released for full duty by their treating provider and the HWC clinician must report the information to their transitional work supervisor.

- A. The member must call the HWC for a return to work examination and provide a release to full duty.
- B. A copy of the doctor's release will be uploaded into the members' electronic chart.
- C. If the member has been out of the field/assignment for six months or more, they must complete the PFD Re-Entry Program before being released back to their truck/assignment.
- The HWC will coordinate the physical exam, IPREP, and Re-Entry Program at the Training Academy.

- When the Re-Entry Program is completed, the Training Academy will provide field operations with the final return to work release date.
- The member's Telestaff calendar and HWC Daily Rollcall will be managed by HWC staff while the member remains out of the field/assignment.

Obtaining Transitional Work Personnel:

Divisions or sections in need of TWA personnel may notify the HWC via a written request containing the nature of the assignment. They can also reply to the inter-departmental email listing available TWA personnel.

TWA Supervisor Responsibilities:

Division or section heads are responsible for the members they have accepted into a TWA. The member is accountable to the division/section head as their supervisor. The division/section head will provide a work schedule and enter time off into the member's Telestaff calendar for personal leave and for industrial injury-related doctor's appointments and physical therapy. All time away from work for treatment of an industrial injury requires proof of medical treatment and a note from the provider so that Payroll can process the industrial leave under the correct industrial claim.