

**Phoenix Fire Department  
Volume 1 – Operations Manual**

**ALTERNATE ASSIGNMENT**

<b>MP 104.02B</b>	Date Revised:04/24
Related Policies: 103.06	

**PURPOSE**

The Alternate Assignment Program is designed to provide alternative work assignments for members unable to perform normal assignments due to injury or illness. A variety of assignments are available depending on the physical limitations of each affected member. A member assigned to alternate assignment shall be in a recuperative mode from his/her illness or injury and shall conform to all restrictions/limitations indicated by his/her treating clinician and/or Fire Department Health and Wellness Center clinician.

The Phoenix Fire Department will try to provide alternate assignments for members not able to perform the regular duties, based on medical evaluation of each individual and the needs of the Department. Alternate assignment members will be assigned to various sections or activities based on written requests on file at the Fire Department Health and Wellness Center.

The Fire Department Health and Wellness Center has the responsibility of managing the Alternate Assignment Program.

**PROCEDURE**

**FIRE DEPARTMENT HEALTH AND WELLNESS CENTER RESPONSIBILITIES:**

The Health and Wellness Center will monitor the daily roll call to identify members who may be eligible for alternate assignment.

The Fire Department Health and Wellness Center will manage the assignments and records for the alternate assignment program.

The Fire Department Health and Wellness Center will review all medical slips and, if necessary, coordinate with City Safety in determining the physical limitations of the member before an alternate assignment is made. The following notifications will be made to the areas indicated below by the Fire Department Health and Wellness Center when a member is placed on alternate assignment or returned to full duty:

1. Member's Battalion Chief or Section Head.
2. The South Deputy when a 56-hour employee is involved.
3. Fire Department Payroll.
4. Section Head where the member will be assigned while on alternate assignment.

The Fire Department Health and Wellness Center will coordinate a thirty-day (30) follow-up evaluation on members who have been assigned to alternate assignment.

#### EMPLOYEE RESPONSIBILITIES:

Prior to reporting to alternate assignment, members will be evaluated by the Fire Department Health and Wellness Center clinician. The Fire Department Health and Wellness Center clinician will provide the member with an alternate assignment (limited duty) release slip. Members who have been released by a clinician other than the Fire Department Health and Wellness Center clinician are required to be evaluated by the Fire Department Health and Wellness Center clinician prior to an alternate assignment.

Members released for alternate assignment (limited duty) by the Fire Department Health and Wellness Center clinician will report in proper uniform or approved work clothing to the Fire Department Health and Wellness Center for an alternate assignment and given a point of contact.

#### MEMBERS RETURNING TO FULL DUTY

Members who have been released for full duty by the Fire Department Health and Wellness Center clinician will report the information to their alternate assignment supervisor. Copies of the doctor's release paperwork will be filed at the Health and Wellness Center. Return to work will be based on the members time out of field. Six months off duty or more will require return through the re-entry process (*lasting no longer than 60 days. If the Member needs more than 60 days, the member will use their leave banks unless approved by the Deputy Chief of the Health and Wellness Center and the Deputy Chief of the Training Academy.*) The South Deputy, the member's assigned Battalion Chief/Section Head and Payroll will be notified when the member is returned to full duty.

NOTE: Employees released by a private clinician must be evaluated by a Fire Department Health and Wellness Center clinician prior to release for full duty.

#### OBTAINING ALTERNATE ASSIGNMENT PERSONNEL

Divisions or Sections in need of alternate assignment personnel may notify the Fire Department Health and Wellness Center via a written request containing the nature of assignment. They can also reply to the alternate assignment advertisement inter-departmental email with available personnel listed.