



Administrative Policies and Procedures: 4.23

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| Subject: | Prohibition of Light Duty Job Assignments |
| Authority: | TCA 4-3-2603, 2605, 2606, 37-5-106 |
| Standards: | None |
| Application: | To All Department of Children's Services employees, specifically DCS Case Management Employees |
| Policy Statement: | |
| <p>The Department of Children's Services has no light duty assignments for employees in job classifications which are responsible for the supervision, safety or security of children/youth, in the custody of, or receiving services from DCS. Additionally, there is no light duty assignment for employees in classifications where the safety or security of children/youth, families, employees, or the public may be placed at risk if the employee cannot fully perform all functions of his/her job classification.</p> | |
| Purpose: | |
| <p>To ensure DCS employees are able to perform all physical aspects of his/her job in order to protect children/youth, families, and the public at large from situations where they may be placed at risk, and ensure that employees in specific job classifications are treated uniformly in returning from absences due to illness, assault, or injuries requiring a medical release.</p> | |
| Procedures: | |
| A. Performance of duties | When an employee in one of the job classifications listed below in <i>Section B</i> has been absent from the job site due to illness, assault, injury or other medical conditions, the employee may not return to work when released by his/her doctor for "light duty" only. The employee must be able to fully perform all of the job duties of his/her job classification. |
| B. Job classifications | <ol style="list-style-type: none"> 1. The job classifications covered under this policy include all classifications that are: <ol style="list-style-type: none"> a) Responsible for the safety, supervision or security of children/youth in the custody of or receiving services from DCS, or b) Responsible for the safety or security of children/youth and families served by DCS, employees or the general public. |

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| | <p>2. Specific job classifications include the following:</p> <ul style="list-style-type: none">a) Security job classifications (DCS Officer job classification series):<ul style="list-style-type: none">◆ DCS Officer◆ DCS Corporal◆ DCS Sergeant, and◆ DCS Lieutenantb) DCS Case Manager job classification series:<ul style="list-style-type: none">◆ DCS Case Manager 1◆ DCS Case Manager 2◆ DCS Case Manager 3◆ DCS Case Manager 4 (or Team Leader), and◆ DCS Team Coordinatorc) Graduate Trainee classification |
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| Forms: | None |
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| Collateral documents: | <i>None</i> |
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| Glossary: | |
| <i>Term</i> | <i>Definition</i> |
| <i>Light duty:</i> | Not assigned for heavy or demanding work. |