

920.00 Temporary Alternative Work Assignment (TAWA) Program

Stakeholder Review: 04/12/24-05/12/24

Refer:

- MCSO Agency Policy 915.00 Injured Members

Definitions:

- **Limited Duty:** For purposes of this order, “limited duty” consolidates each category of “light”, “modified”, and “limited” duties, which are medical terms describing members’ inability to perform all of their job duties. Limited duty status may qualify a member for the TAWA program.
- **Reduced Schedule:** Members can perform all of their job duties, but not their usual number of hours per work week, or hours per work day.
- **Temporary Alternative Work Assignment (TAWA):** A work assignment temporarily provided to a member based on that member’s temporary status of “limited duty” or “reduced schedule.” A work assignment is not a post or position.

Policy:

1. It is the policy of the Multnomah County Sheriff’s Office (MCSO) to help members who have sustained an illness or injury, either work related, or non-work related, to return to work when possible. The Sheriff’s Office Temporary Alternative Work Assignment (TAWA) program is designed to provide ill or injured members, temporarily unable to perform their regular job duties, TAWAs, when available and if qualified while working within medical restrictions.
2. The Sheriff’s Office has no permanent limited-duty assignments.
3. Each member must be able to perform the essential functions of the member’s classification unless the member has been assigned to a TAWA due to their temporary inability to perform all of the essential functions of their classification.

Procedure:

1. Temporary Alternative Work Assignment (TAWA) Program:
 - 1.1. Members unable to perform some or all of the duties of their regular position, due to a medical condition, shall immediately notify their Officer in Command (OIC) or supervisor and provide the MCSO Human Resources Unit with documentation from their doctor listing physical restrictions, recommendations, date of member’s ability to return to an alternative work assignment, and their estimated time of restriction.
 - 1.2. Upon receipt of that notification, the member may be administratively transferred to another work unit, if necessary to accommodate restrictions imposed by medical certification. The member shall report updates to the MCSO Human Resources Unit until released to full-duty status.

- 1.3. Upon receipt of notification, the MCSO Human Resources Unit shall have three (3) working days to determine whether an alternative work assignment is available for which the member qualifies. They will make this determination based upon Agency needs, the member's qualifications, and the member's physical restrictions. The Division Chief or designee, together with the MCSO Human Resources Unit, will determine Agency needs (i.e., special projects and/or short-term assignments within each division for which a member in the TAWA program may qualify). The MCSO Human Resources Unit shall make placements based upon the order in which the request for a TAWA was received, a member's qualifications, and available work assignments. Overtime/TXs are allowed while in a TAWA; confirmation must be received from the member's medical provider that the member is approved to work overtime while on work restrictions. Ability of the member to work overtime will be communicated by the MCSO Human Resources Unit to the member's OIC or supervisor.
- 1.4. If a member is released to full-duty status before the assignment is completed, the MCSO Human Resources Unit shall attempt to place another qualified TAWA program member in the assignment as available.
- 1.5. Members, with an accepted workers' compensation claim, may lose their entitlement to time loss benefits under the workers' compensation laws if they refuse a TAWA.
- 1.6. A member released to full-duty status by the member's doctor shall immediately provide the release to the MCSO Human Resources Unit directly, or through their OIC or supervisor, who will immediately forward it to the MCSO Human Resources Unit. The member will then be transferred back to their regular duties.
- 1.7. A member in a TAWA shall provide the MCSO Human Resources Unit updated information regarding the member's medical condition within two (2) working days of the most recent medical appointment. The medical information shall be limited to that which pertains to the condition. The requirement to update the MCSO Human Resources Unit with the member's medical condition information will continue until the member is no longer in a TAWA. While a member is on TAWA status, any request related to the member's assignment(s) must be reviewed to determine that TXs or overtime are not in violation of the medical certification. A member may still participate in AIT while on TAWA, if training does not conflict with restrictions set forth in the member's medical certification (i.e., physical restrictions, a restriction on hours, etc.).
- 1.8. TAWAs are limited to a ninety (90)-calendar day period. Prior to the end of ninety (90) calendar days from placement in the TAWA program, the Sheriff or designee and the MCSO Human Resources Unit, shall conduct a review of the member's status. This review will determine the feasibility of a continued alternative work assignment based upon all of the following criteria:

- 1.8.1. The member's doctor's listed restrictions and recommendations.
- 1.8.2. Availability of a TAWA.
- 1.8.3. Expected time frame of extension past the ninety (90)-day limit.

2. Disability of Members:

- 2.1. It is the policy of the Sheriff's Office to fully comply with all applicable federal and state laws regarding members who have or acquire a disability.

History:

- Originating Policy:
- Next Review:
- Review By:

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