

Those employees whose work responsibilities require the assignment of a vehicle owned by the County will operate the assigned vehicle for the purpose of official business. The Administrator must authorize any exception to this policy.

Any unauthorized personal use of such assigned vehicle is forbidden and may subject the employee to disciplinary action. Operators must be responsible for all fines or damages resulting from their own negligence. Operators must possess a valid and appropriate driver's license for the vehicle being driven. Employees whose jobs may require them to operate a motor vehicle are **required to notify the County immediately** in the event that any restriction or revocation is imposed on an employee's ability to legally operate a motor vehicle. If possession of a valid and current driver's license is an essential function of the employee's position, the employee's **failure to possess such a driver's license may result in administrative action by the County up to and including termination.**

Special note. DO NOT CALL OR PRESENT A CLAIM DIRECTLY TO THE COUNTY'S INSURANCE COMPANY OR INSURANCE AGENT. CALL COUNTY RISK MANAGEMENT.

Temporary Transitional Duty

An employee whose fitness for duty deficiency arises from an on-the-job injury may be eligible for the County's Temporary Transitional Work Program. If an employee is eligible for the program, the Human Resources and Risk Management departments will coordinate the employee's participation in the program. The purpose of the program is to provide bona fide work on a temporary basis that is within the eligible employee's medical restrictions and skill set. The goal of the Temporary Transitional Work Program is to transition the employee back to the position the employee held immediately prior to the injury. Bona fide work is work that (1) the County has determined serves a legitimate County need and (2) the performance of which is in the best interests of the County.

The County guarantees "light duty" to no one. As a general rule, an employee who is unable to perform all of the essential functions of the employee's job without or with reasonable accommodations will not be permitted to work. However, in limited circumstances and on a case-by-case basis, the County may choose to permit an employee who has been injured on the job to perform temporary transitional duty functions, provided the County determines that there is a

legitimate need and to do so would be in the best interests of the County. The County shall determine compensation, duties, and hours that will apply to an employee who participates in the program.

In such situations, the County will require clearance from the treating health care provider that the employee is able to perform the proposed Temporary Transitional Duty functions. As required under the Health Insurance Portability and Accountability Act (“HIPAA”), the employee will be required to sign a release form to authorize the doctor to discuss any limitations with regard to the injury. If the employee refuses to sign this form, the County will not consider the employee for Temporary Transitional Duty. The County, in its discretion, shall determine the duration of the Temporary Transitional Duty period. If, at the conclusion of the period, the employee is unable to perform the essential functions of employee’s regular job, then s/he will be returned to leave of absence status in accordance with the County policy.