



CITY OF POQUOSON

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Office of the City Manager
J. Randall Wheeler

March 11, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Graham Wilson, Assistant City Manager

SUBJECT: Ordinance Amending the Personnel Policy Manual – Light Duty Assignment

A complete rewrite of the City's Personnel Policy Manual began in 2012 and concluded in 2015. From time-to-time, beginning in 2012, sections of the manual that were ready for adoption were brought to Council for approval. The final policies in the City's Personnel Policy Manual were adopted on January 26, 2015.

Earlier this year it was brought to our attention that the policy regarding light duty assignment, which is limited to 90 days, may not provide an employee that is pregnant a light duty assignment for a period of time more aligned with the time she would be unable to perform her regular duty. Upon review of this policy with department heads and constitutional officers, it was the general consensus not to amend the policy for a single group of employees, but instead recommend a policy that would be applicable to all employees depending upon individual circumstances. The ordinance under consideration would provide the City Manager with the flexibility to extend the 90 day time limit for a light duty assignment to 180 days on an individual case by case basis.

It is important to note, a light duty assignment is only considered when an employee is temporarily unable to return to his/her regular duty and only when a light duty assignment can be found in the City.

GPW

ORDINANCE NO. _____

**ORDINANCE AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF
POQUOSON REGARDING LIGHT DUTY ASSIGNMENT**

WHEREAS, the City of Poquoson's Personnel Policy Manual was completely re-written and final policies adopted in January 2015.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That the Personnel Policy Manual of the City of Poquoson, Virginia be amended by modifying Section 24, Light Duty, to read as follows:

Light Duty Assignment

(2) Such an assignment may not necessarily be in the employee's regular department and shall not exceed 90 consecutive days. However, 90 days may be extended to 180 days by the City Manager on an individual case by case basis.

Section 2: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____
City Clerk