THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

1. POLICY

   a. Employees who are unable to perform the physical requirements of their job, with or without reasonable accommodation, may be temporarily reassigned to perform job duties they are physically able to perform and also possess the requisite knowledge and skills. Limited duty assignments must be documented by a physician’s statement outlining the physical limitations and the expected duration.

   b. Director, Patrol Commander or the Administrative Manager will consult with the MUSC Workers’ Compensation Office, Human Resources Management and/or WorkMed Carolina (Employee Health Services), as appropriate, regarding limited duty. **Limited duty assignments will not exceed 90 working days.** At that time, the employee’s condition will be reevaluated by a Physician and documented by an up-dated physician’s statement.

   c. Based on the physician’s statement, the employee may be referred to the South Carolina Department of Vocational Rehabilitation for assessment.

2. ASSESSMENT/CAREER COUNSELING

   a. When appropriate, the South Carolina Department of Vocational Rehabilitation will assess an employee. The purpose of the assessment is to find out if any employee can be retained to perform another job and continue his/her employment with the Medical University of South Carolina.

   b. Employees are encouraged to use the Career Counseling Center of the Department
of Human Resources Management for assistance in identifying their skills, interests and/or applying for other employment.

3. **COORDINATING FMLA AND ADA**

   a. Any absences resulting from injury may qualify under the Family and Medical Leave Act (FMLA) and if so, will run concurrently. Refer to Human Resources Management Policy No. 30, Family and Medical Leave, for additional information.

   b. Certain injuries/conditions may be protected as disabilities and may require reasonable accommodation and, if so, will be covered by the Americans With Disabilities Act. Refer to Human Resources Management Policy No. 24, Reasonable Accommodation Under the Americans With Disabilities Act, for additional information.

4. **CONTINUING EMPLOYMENT OR TERMINATION**

   a. Every effort will be made to help the employee return to his/her original position, be trained for another position and/or assist an employee to apply for positions within the Medical University.

   b. Employees who are unable to return to their original position or find continued employment, may be terminated after 180 calendar days of paid and unpaid leave.