



Request for Policy Revision

Requestor Name Hector Rivera Emp # 5366

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Does not apply

Who does this revision affect? Department

This revision does not have an unbudgeted financial impact of \$0

Brief reason for the revision:

The policy requires refinement to provide a more transparent and streamlined process, specifically addressing the needs of pregnant employees.

958.8 Limited Duty, Extended Limited Duty, Return to Work, and Pregnancy

958.5 PREGNANCY

~~This section outlines:~~

- ~~(a) The method of reporting pregnancy.~~
- ~~(b) The guidelines for reassignment to a Limited Duty assignment.~~
- ~~(c) The type of leave available to pregnant employees.~~
- ~~(d) The guidelines for returning to Full Duty.~~

958.5.1 NOTIFICATION OF PREGNANCY AND REASSIGNMENT

- ~~(a) An employee should notify her commander/manager that she is pregnant when she feels she can no longer perform one or more of the essential functions of her normal duties.

 - ~~1. Upon receiving such notification from an employee, a commander/manager has the discretion to place the employee on Special Assignment to an appropriate position without the documentation of a physician.~~
 - ~~2. The employee shall not be considered on Limited Duty due to the lack of medical documentation.~~~~
- ~~(b) An employee shall notify her commander/manager if her physician believes she can no longer perform one or more of the essential functions of her normal duties.

 - ~~1. The employee shall submit to her commander/manager a written request for reassignment to a Limited Duty position within the Department.~~
 - ~~2. The physician's opinion shall be attached to such request, together with the physician's recommendation on restrictions and limitations of duties.~~
 - ~~3. The commander/manager shall forward a copy of the request to the APD Risk Management Unit for the employee's confidential medical file.~~
 - ~~4. Reassignment to a Limited Duty position shall be handled by the APD Risk Management Unit and should be made in accordance with a physician's recommended restrictions and limitations necessitated by the employee's changing physical condition.~~~~

- ~~5.—The duration of such reassignment shall include the time prescribed by the physician.~~
- ~~(c)—A supervisor in an employee's chain of command may place the employee on Special Assignment if reasons can be articulated as to why the employee is no longer able to perform one or more of the essential functions of her duties.~~
- ~~1.—The supervisor may request the employee to provide medical documentation from her physician regarding her ability or inability to perform the essential functions of her job.~~
 - ~~2.—If the medical documentation indicates the employee has:
 - ~~(a)—No restrictions and/or limitations, the employee shall only be placed on Special Assignment if requested as outlined in (a).~~
 - ~~(b)—Restrictions and/or limitations, the chain of command shall follow the procedures for placing the employee on Limited Duty as outlined in (b).~~~~

The Austin Police Department recognizes and supports a pregnant employee's need to temporarily undergo certain life/work changes to support a healthy pregnancy process. To this end, we have adopted the following:

- (a) When an employee who is pregnant or the employee's health care provider deems the employee's condition is such that they cannot safely or adequately perform one or more of the essential functions of their normal duties, the employee should provide written documentation regarding work restrictions, and limitations, to their supervisor and APD Risk Management.
- (b) Upon notification, the pregnant employee should be placed into an Administrative Duty assignment. The pregnant employee may request an Administrative assignment within their chain of command or an assignment within the limitations of their restrictions. APD Risk Management will be responsible for placing the pregnant employee into an Administrative Duty assignment in compliance with their restrictions and limitations for the duration of the pregnancy or until such a time that the employee requires a change in duty status.
- (c) The pregnant employee should communicate with their chain of command and the Human Resources Division to ensure they receive any benefits they may be eligible for, including any benefit available to another employee with a short-term disability.
- (d) The pregnant employee should advise APD Risk Management of any changes in their pregnancy that would impact the duties of their Administrative Duty assignment.
- (e) Nothing in this policy would negate a pregnant employee's ability to apply for and utilize FMLA leave per GO 955.8 Family and Medical Leave Act.
- (f) A supervisor in a pregnant employee's chain of command may initiate a conversation to include the pregnant employee and APD Risk Management if reasons can be articulated as to why the supervisor believes the employee is no longer able to perform one or more of the essential functions of their duties. If it is determined that the employee cannot perform one or more of the essential functions of their duties, the employee will be placed immediately into an Administrative Duty assignment per this General Order.