



# TOWN OF WINSLOW, MAINE

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114 Benton Avenue  
Winslow, ME 04901

## TOWN COUNCIL

## ORDINANCE NO. 11-2022

### AN ORDINANCE

Providing for: An Amendment to Ordinance No. 5-2021 **Personnel Rules and Regulations for Town Employees** to add a Return-to-Work Policy to the Personnel Policy & Regulations Handbook

**BE IT ORDAINED** by the Town Council of the Town of Winslow as follows:

**WHEREAS** the Town Council established Personnel Rules and Regulations for Town Employees with Ordinance No. 1-1998; and

**WHEREAS**, the Town Council amended the Ordinance with Ordinance No. 5-2003, Ordinance No. 3-2013, Ordinance No. 8-2016, Ordinance No. 7-2019, Ordinance No. 2-2020; and then again with Ordinance No. 05-2021

**WHEREAS** the Town Manager is proposing to include a Return-to-work policy as subsection 6.2.6 into Section 6: Sick Leave of the Employee Benefits section of the Personnel Policy & Regulations Handbook.

**BE IT ENACTED** by the Town Council of the Town of Winslow that Ordinance No 5-2021 be amended as follows in the attached document.

### SPONSORED BY: Administration

### IN THE TOWN COUNCIL

<u>June 13</u>	, 2022	First Reading,	<u>7</u>	<u>0</u>
			accepted	rejected
<u>July 11</u>	, 2022	Second Reading,	<u>7</u>	<u>0</u>
			adopted	rejected

Eva Williams  
Town Clerk

APPROVED: July 11, 2022

CHAIRMAN: [Signature]  
[Signature]  
[Signature]  
[Signature]

[Signature]  
[Signature]

## Return to Work Policy Statement

The Town of Winslow is concerned about the health and well-being of its employees. We are committed to working with our employees and their healthcare providers to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities in their respective departments.

At any time, the Town of Winslow may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duties within a calendar year. Work consistent with temporary work restrictions may be assigned to the employee until the employee can return to full duty. In the event that a modified duty assignment becomes available, the employee is expected to accept the assignment within their department.

The employee is expected to be an active participant in this process by providing M1's Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commits to following restrictions as outlined in the M1 Practitioner's Reports or otherwise agreed upon.

### Summary

This policy recognizes the Family Medical Leave Act, the Organization of Town of Winslow Personnel Policy, along with Standard Operating Procedures (SOPs), & Labor Contractual terms, that each department may have. It is intended to work in conjunction with them.

Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

NO TEMPORARY WORK ASSIGNMENT DESCRIBED OR COVERED UNDER THIS GUIDELINE IS INTENDED OR OFFERED AS A PERMANENT ASSIGNMENT.

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Signature of Employee

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Date

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Signature of Supervisor

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Date