



October 26, 2007

ALL POSTMASTERS, MANAGERS, AND SUPERVISORS
SAN FRANCISCO PERFORMANCE CLUSTER

SUBJECT: Request for Permanent Light Duty – Standard Operating Procedure

Any ill or injured full-time regular or part-time flexible employee having a minimum of five years of postal service, or any full-time regular or part-time flexible employee who sustained injury on duty, regardless of years of service, while performing the assigned duties can submit a voluntary request for permanent reassignment to light duty or other assignment to the Installation Head if the employee is permanently unable to perform all or part of the assigned duties.

The Installation Head, or designee, will determine the availability of Permanent Light Duty assignments within the office pursuant to the requirements of Article 13 of the National Agreement and Local Memoranda of Understanding. If the request is approved, the Installation Head, or designee, will provide a written response to the employee outlining a task assignment. If the request is denied, the Installation Head should initiate a discussion with the employee explaining options including a request for reasonable accommodation through referral to the District Reasonable Accommodations Committee (DRAC) and provide a written denial response to the employee. The Installation Head must sign both letters.

The following steps outlined below represent the general order of the process:

- Employee submits permanent light duty request and their doctor's certification to the Installation Head, or designee.
- Employee's information is forwarded to Medical Unit for review and necessary action.
- Medical Unit reviews and contacts employee, if necessary, to obtain additional information.
- Medical Unit contacts postal doctor and schedules "focus" review/exam as soon as possible.
- Review/Exam is conducted and certification is returned to medical unit;
- Medical Unit advises/provides summary of restrictions sufficient for permanent light duty job assessment to Installation Head, or designee.

- Installation Head, or designee, reviews permanent light duty job obligations according to contract and makes decision.
- Employee notified in writing as to decision.

All medical documentation and the approval or denial letter must be submitted to the Occupational Health Office for tracking and placement in the employee's medical file. The Occupational Health Office will assist the Installation Head, or designee, by benchmarking the submitted medical documentation against established occupational medicine principles. Permanent light duty assignments should be entered in the On Rolls Not Available (ORNA) system.

If you have any questions, please contact Labor Relations at (415) 550-5510.


Winifred G. Groux