



**Division of State Patrol
Policy and Procedure**

Number
11-13

Subject TEMPORARY ALTERNATE DUTY ASSIGNMENT	
Author/Originator Office of the Superintendent	Approved by <i>Anthony L. Burrell</i> Superintendent
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I. POLICY

It is the intent of the Division of State Patrol (DSP) to provide temporary alternate duty assignments for employees who are not able to perform their normally assigned duties due to on-duty or off-duty injury, illness or other temporary disability. Temporary alternate duty assignments are predicated on the needs of the Division and its ability to provide meaningful work, the ability of the employee to perform the work, and the reasonable likelihood of the employee's eventual return to regular duty.

II. OBJECTIVE

To provide an improved opportunity for employees to return to regular duty.

III. GENERAL PROVISIONS

- A. Temporary alternate duty is a different duty assignment provided to an employee during temporary disability, illness or injury during the employee's rehabilitation or recovery period. Alternate duty shall lead toward the employee's eventual resumption of regular duty.
- B. Accommodation of an employee on alternate duty assignment is contingent upon the circumstances of each case and whether there is appropriate alternate duty work within a reasonable distance of the employee's residence. It also normally will not exceed a period of six months. Most assignments should be on a 30-60 day basis, with possible renewal.
- C. Division management may assign an employee to a temporary alternate duty assignment upon written recommendation of a qualified physician. Such recommendation must include a statement indicating the degree and estimated length of the employee's disability and any limitations on the types of duties, which can be performed.

- D. A copy of the physician's written recommendation shall be forwarded to the designated Wisconsin Department of Transportation (DOT) Risk Management Unit.
- E. The Division may also require an examination by the Department's physician prior to placing an employee on temporary alternate duty assignment. Prior to returning the employee to regular duty status, the employee will be required to submit a physician's report specifying that the employee is capable of fully resuming the originally assigned regular duties (see TAM Directive RS 113).
- F. Temporary alternate duty should normally be restricted to general office work or related activities. Alternate duty activities shall not involve law enforcement work where the making of an arrest or physical contact with violators is likely to be required. It is the intent of the Division to provide alternately assigned employees with work during the hours of which the assigned duties are normally performed. Requests for non-traditional work patterns will be considered on the basis of Division needs.
- G. Temporary alternate duty assignments shall be in writing and minimally include the following:
 - 1. Assigned headquarters/work location
 - 2. Time, travel, and expense provisions/restrictions
 - 3. Job duties
 - 4. Days and hours of work
 - 5. Name of the immediate supervisor
 - 6. Duration of temporary assignment (If circumstances warrant, additional consecutive temporary alternative duty assignments can be made)
 - 7. Project ID and activity code to report hours, miles, and expenses as necessary
 - 8. Attire requirements, if any
 - 9. Provisions for special requirements or restrictions, if any
- H. Expiration of Temporary Alternate Duty Assignment – At the end of each alternate duty assignment, the Division will follow the above policy procedures in making a determination of whether or not to make another consecutive alternate duty assignment or return the employee to regular duty assignment. Nothing in this policy prohibits employees from returning to regular duty status prior to expiration of the alternate duty assignment when a physician's report specifies that the employee is fully capable of assuming the originally assigned duties.

- I. Risk Management Unit – The Risk Management Unit will act as a consultant to the Division as needed in assisting with resource referrals and the development of return to work vocational plans.
- J. If, at the end of the healing period, the employee’s permanent restrictions preclude a return to the position formerly occupied, the Division will attempt to place the employee in a position within the restrictions consistent with department directives. Reasonable accommodations consistent with Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) guidelines will be made.

IV. PROCEDURE

- A. On-duty Injury Allowances – When an employee is injured on-duty, whether or not such injury falls under the criteria enumerated under Section 230.36, Wis. Statutes, and is given a temporary alternate duty assignment, the Division will provide allowable expenses consistent with Department and Division policy and procedure or the labor agreement, whichever is applicable. This applies to time, transportation, and travel expenses. In this instance, an employee’s assigned headquarters normally will not change with the temporary alternate duty assignment. If an employee was provided transportation and travel expense reimbursement prior to the on-duty injury or incurred illness, transportation and travel expense reimbursement will continue to be provided in the alternate duty assignment provided they still meet travel reimbursement guidelines in the alternate duty assignment.

NOTE: The time spent by sworn personnel issued take-home state-owned vehicles traveling from their place of residence to and from a work site is considered work time.

- B. Off-Duty Injury, Illness, or Other Temporary Disability Allowances – When an employee’s injury, illness, or other temporary disability was sustained off-duty, time, transportation and travel expenses incurred with the temporary alternate duty assignment will be the responsibility of the employee. In this instance, the employee’s assigned headquarters will be the location of the temporary alternate duty assignment.
- C. Employee
 - 1. Request consideration for alternate duty assignment in cases where injury, illness, or other temporary disability was sustained off-duty. Request is filed with the Region Commander, Wisconsin State Patrol Academy (WSPA) Commander or Section Chief as applicable.
 - 2. Provide written documentation as requested. Confidential medical information should be sent to the Department Medical Coordinator in the Bureau of Human Resource Services (BHRS).
 - 3. Obtain or submit to required medical examinations for on-duty and off-duty injuries, illnesses, etc., as requested by the Division or Department.

- D. Region Commander/WSPA Commander/Section Chief or Designee
 - 1. Consider Department requests from employees for alternate duty assignment regarding employees with on-duty illnesses or injuries.
 - 2. Consider requests from employees for alternate duty assignments regarding off-duty illness or injuries.
 - 3. Approve or deny requests.
 - 4. Assign employees approved for alternate duty in the manner as instructed in this policy (See items III. F. and G.).
 - 5. A copy of the written temporary light/alternate duty work assignment information, along with notification(s) of any changes in the employee's return to work status or alternate duty work assignment, should be forwarded to the DOT Worker's Compensation Agency Coordinator in Risk Management and the Affirmative Action/Employee Equal Opportunity (AA/ EEO) Officer in BHRS.

V. REFERENCES

Wisconsin Statutes 230.36 & 230.37
WLEA Labor Agreement
TAM Directive RS 101
TAM Directive RS 106
TAM Directive RS 113
TAM Directive HR 125
TAM Directive HR 126
[Temporary Alternate Duty Assignment Template](#)