

**RESOLUTION NO. 17-26**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES,  
STATE OF CALIFORNIA, REPEALING RESOLUTIONS 95-12 AND 13-28, AND  
ADOPTING THE FOLLOWING POLICIES: ALTERNATIVE WORK SCHEDULE;  
FAMILY AND MEDICAL LEAVE; PAID SICK TIME; AND, TRANSITIONAL  
RETURN TO WORK**

**WHEREAS**, the Town Council is authorized under the provisions of Ordinance 89-06 to adopt rules for the administration of the personnel system created in said ordinance; and,

**WHEREAS**, given a new resolution (Resolution 17-04, establishing Personnel Rules) has been adopted providing updated recruitment and selection procedures as part of the Personnel Rules, it is appropriate to repeal Resolution 13-28 adopting earlier recruitment and selection procedures; and,

**WHEREAS**, given the length of time that has passed since the adoption of Resolution 95-12 on April 5, 1995 and the recent modifications to the Family and Medical Leave Act, it is necessary to adopt an updated Family and Medical Leave policy; and,

**WHEREAS**, it is desirable to have an Alternative Work Schedule policy in place in order to promote a healthy work-life balance and allow employees to work a flexible work schedule; and,

**WHEREAS**, in accordance with California Labor Code, section 245 *et seq.*, it is necessary to adopt a Paid Sick Time policy in order to allow limited-term employees paid sick days to address their medical needs; and,

**WHEREAS**, it is desirable to have a Transitional Return to Work policy in place in order to assist injured employees who are temporarily precluded from performing their normal duties in returning to work.

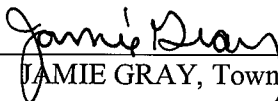
**NOW, THEREFORE, BE IT RESOLVED**, the Town Council of the Town of Mammoth Lakes does hereby repeal Resolutions 95-12 and 13-28 and adopt the following policies: Family and Medical Leave, as provided in Exhibit A; Alternative Work Schedule, as provided in Exhibit B; Paid Sick Time, as provided in Exhibit C; and, Transitional Return to Work, as provided in Exhibit D.

APPROVED AND ADOPTED THIS 17<sup>TH</sup> DAY OF MAY, 2017.



SHIELDS RICHARDSON, Mayor

ATTEST:



JAMIE GRAY, Town Clerk



**TOWN OF MAMMOTH LAKES  
POLICIES AND PROCEDURES**

**SUBJECT: TRANSITIONAL RETURN TO  
WORK POLICY**

**Number:** 200.05  
**Effective Date:** 05/2015  
**Revised:** 05/2017  
**Authority:** Town Council  
**Adopted by Resolution No.:** R17-26  
**Town Manager:** *Dan Fuller*

**I. Purpose and Scope**

The purpose of the Transitional Return to Work (TRTW) Policy is to return injured Town of Mammoth Lakes (“Town”) employees, who are temporarily precluded from performing their normal duties, to work in a TRTW assignment when possible based on available work, operational needs, and the affected employee’s medical restrictions. TRTW assignments are always temporary in nature, and in no event does placement in a TRTW assignment entitle any employee to any permanent accommodation.

This policy applies to all Town employees. While working in a TRTW assignment, all rules, regulations, and Town policies of employment still apply.

**II. Policy and Procedures**

**A. General Provisions**

The Human Resources Manager will act as the transitional return to work coordinator and will periodically request that all departments complete the “TRTW Assignment” form (see Appendix A) in order to preemptively identify TRTW assignments. TRTW assignments shall not be used to displace other employees or be used to create new permanent, full-time or part-time positions.

**B. Procedure**

1. If an employee’s physician has specified work restrictions and the employee’s department is able to accommodate those restrictions, the employee’s supervisor will recommend a TRTW assignment to the Human Resources Manager. If the employee’s department is unable to accommodate the restrictions, the supervisor will notify the Human Resources Manager who will contact other departments for possible TRTW assignments based upon the employee’s restrictions.
2. The Human Resources Manager may request the employee to complete a Transitional Return to Work Survey (see Appendix B) in order to determine appropriate TRTW assignments.
3. The employee’s supervisor will ensure the employee is complying with and working within the restrictions imposed by the treating physician.
4. Periodically, as operational demands or employee’s restrictions change, but not later than 90 days following commencement of modified duty, the Town will interact with the employee to discuss the availability of, and their ability to continue performing modified duty.
5. Employees shall not be eligible for an Alternative Work Schedule while placed on a TRTW assignment unless the assignment requires that schedule. This is subject to the Department Head approval.
6. Assignment will only continue when the defined position for TRTW is available (i.e. an employee on TRTW is filling a vacancy and the TRTW assignment ends upon the hiring of the regular employee).

7. If no transitional assignments are available or if an employee completes a transitional assignment and there are no additional assignments available, the employee will be put off work in accordance with applicable leave laws. The Human Resources Manager will contact the employee on a weekly basis to advise of the availability of TRTW assignments. Failure by the employee to respond, may result in disciplinary action. If an employee declines an offer of a TRTW assignment, the employee's workers' compensation benefits may be terminated in accordance with applicable laws.

### **III. Responsibility for Review**

The Human Resources Manager shall be responsible for reviewing this policy as needed or at least every five (5) years.



**Human Resources Department**

P.O. Box 1609, Mammoth Lakes, CA, 93546

(760) 965-3610

[www.townofmammothlakes.ca.gov](http://www.townofmammothlakes.ca.gov)

**Appendix A: Transitional Return to Work Assignment**

*Form to be filled out by the Human Resources Manager and copies provided to the employee, the employee's direct supervisor, Department Head, and new TRTW supervisor (if applicable).*

<b>Area of Work (general description):</b>				
<b>Time Period</b>	<b>From:</b>		<b>To:</b>	
<b>Department:</b>				
<b>Supervisor:</b>				
<b>Duties:</b>				
<b>Location:</b>				
<b>Scheduled Hours:</b>				
<b>Physical Requirements:</b>				
<b>Skills Required:</b>				



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**Appendix B: Transitional Return to Work – Employee Survey**

Name:  Date:

<b>1. What are the primary skills you utilize in your current position?</b>				
<b>2. What other technical skills do you possess that you do not utilize in your current position?</b>				
<b>3. List any former work experience you had prior to your employment with the Town:</b>				
<b>4. List any computer applications/software you are familiar with and your level of experience:</b>				
<b>5. List any languages (other than English) that you are competent in:</b>				
<b>6. Please list any qualifications/certifications/licenses you hold that we may not be aware of:</b>				
<b>7. What do you particularly enjoy doing at work?</b>				
<b>8. What aspects of your job do you enjoy the least?</b>				
<b>9. What skills would you like to improve on, if given the chance, in your transitional return to work assignment?</b>				
<b>10. Do you enjoy working in an office environment?</b>		Yes		No
<b>11. Do you enjoy working independently?</b>		Yes		No
<b>12. Do you enjoy working as part of a team?</b>		Yes		No

Thank you. Good luck with your transitional return to work assignment!