



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

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**Section 101 - Human Resources**

Human Resources - 101.00		
S.O.P. # 101.26	<b>Temporary Job Assignments</b>	PAGE: 1 OF 2
EFFECTIVE: 07/01/01	Authorized: John Filer, Chief	
REVISED: 02/20/19	Authorized: William Stephens, Director	

**101.26.01 Purpose**

To establish guidelines and general procedures for employees detailed to temporary job assignments.

**101.26.02 General**

This SOP is an adjunct to the Charles County Personnel Policy and Procedures Manual (PPPM) and the Charles County Government Safety Manual (Safety Manual). For comprehensive details regarding light duty, modified duty, or temporary job assignments, personnel may refer to the aforementioned manuals.

**101.26.03 Applicability**

This SOP is applicable to all full-time uniformed and non-uniformed personnel.

**101.26.04 Policy**

1. Through either light duty requirements, modified duty requirements or Departmental need, personnel may be transferred to temporary job assignments.
2. Temporary job assignments are those duties and jobs outside the scope of the employee's traditional job description.
3. Temporary job assignments may not exceed a consecutive period of ninety (90) days.
  - a. The Director of Emergency Services may grant extensions to this time restriction as he/she deems fit.



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4. Temporary job assignments are only guaranteed to those employees who require it due to work related injuries. All other arrangements are based off of Department need and availability of work.
5. For employee's who require a temporary job assignment due to a non-work-related event, they shall be granted based on the current needs and availability of the County.
6. Employees may be temporarily assigned to any Department within County Government that has a need or specific skill set the employee possesses. An example of this would be an employee who has dispatcher qualifications and requires a temporary job assignment may be transferred to the 911 Communications Center.
7. Personnel assigned to modified duty status may not perform work or assignments that exceed those capabilities as outlined in the employee's Duty Status Form.
8. Regardless of the employee's temporary job assignment and respective temporary supervisor, the employee is still responsible to report their duty status and progress on a weekly basis to the Assistant to the Director.
9. Failure to comply with this SOP may result in disciplinary action per the PPPM and/or loss of temporary job assignment.

### 101.26.05 Procedure

1. Personnel placed on a temporary job assignment through either light duty requirements, modified duty requirements or Departmental need will be notified in writing by Operations.
2. The employee will be given a written outline of their temporary job duties and who they directly report to.
3. Light duty and modified duty personnel will be assigned to "F" Platoon and will report to the Assistant to the Director upon the day they are authorized by their physician to return to work on modified duty.
4. The Assistant to the Director will review the employee's Duty Status Form and assign duties, tasks and a modified work schedule that are within the employee's prescribed capabilities.
5. The employee will communicate any changes to their Duty Status Form on the Thursday of each week. Said communications may be done via email and/or phone call.
6. It is the responsibility of the employee to communicate schedule variances due to leave and medical appointments with the Assistant to the Director.
7. It also the responsibility of the employee to have their timesheet verified by the Assistant to the Director and submitted to Operations within the appropriate timeframe.
8. Operations will update the employee's immediate supervisor on the employee's status on a weekly or bi-weekly basis dependent upon the employee's duration of leave.
9. Once the employee is capable of returning to full duty, they will be re-assigned to their primary duties and platoon as Operations deems fit.