



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2014-20**



EFFECTIVE DATE: Monday, December 15, 2014
SUBJECT: **MEDICAL DUTY ASSIGNMENT (MDA)**
AFFECTED DIRECTIVES: General Order 2009-17 is hereby cancelled.
REFERENCE: Policy and Administrative Procedure 2007-04

The following procedures are established for Medical Duty Assigned employees, in this order “employee” means a Department employee whose Civil Service title is covered by P.A.P. 2007-04, Medical Leave Control:

I GENERAL INFORMATION

Uniformed employees receiving medical duty assignments begin their assignment on the “Resumption Date” and work through the “Ending Restricted Duty” date as indicated on the DS400.

If the “Ending Restricted Duty” date falls on a Saturday, Sunday, Holiday, Chart day, Vacation day, or other approved leave, the Supervisor must order the employee to the DS Health Care Facility for the last scheduled work date, immediately prior to the “Ending Restricted Duty” date.

If there is a notation on the DS400 that states “Then regular duty” the Supervisor must order the employee to work regular duty on the next scheduled work day immediately after the “Ending Restricted Duty” date.

II DS400 FORM

All employees sent to the DS Health Care Facility by the work location, who are not on medical leave (SICK / LODI) must report by 0800 hours in full uniform and bring a completed DS400, from his/her work location. Failure to follow these procedures may result in disciplinary action.

NOTE: Solid Waste Management Employees who receive an MDA must report to the Operations Control Office, 125 Worth Street, Room 729, after leaving the Health Care Facility and before returning to their work location.

White Copy – Retained by the DS Health Care Facility.

Yellow and Pink Copies – Are to be delivered by the DS Health Care Facility to the Personnel Management Division (PMD), 125 Worth Street, Room 814, for BCC employees and to Operations Control Office, 125 Worth Street, Room 729, for SWM employees, where they are reviewed and completed. The yellow copy is kept on file at PMD for BCC employees.

The pink copy is picked up by a Borough messenger, for BCC employees from PMD, and compared to the gold copy that was submitted by the employee upon his/her return from the DSNY Health Care

Facility to the assigned BCC location. This is to ensure that the DS400 was not altered or changed. Both yellow and pink copies for SWM employees will be retained at SWM Headquarters.

III EMPLOYEES ON MEDICAL DUTY ASSIGNMENTS THAT REPORT SICK/LODI

If the employee reports Sick/LODI before the “Ending Restricted Duty” date of his/her assignment, Category “A” and “B” employees must report to the DS Health Care Facility the next day the Health Care Facility is open. Category “C” employees must report the same day. (Only Category “C” employees can report on a Saturday)

IV DEFINITION OF MEDICAL DUTY ASSIGNMENTS

The following Medical Duty Assignments (MDA) will be noted on the DS400 Medical/Clinical Evaluation form and the employee should be assigned accordingly. MDA made pursuant to this Order will remain in effect until they expire, are changed, or are revoked.

All employees with a MDA should be assigned to a regular duty function when possible.

Any employee placed in a non-compliance status by the Employee’s Assistant Unit shall be issued a MDA #1.

SANITATION WORKERS

MDA #1 – NO DRIVING – NO LOADING

The employee cannot be assigned to curbside household refuse, recycling, bulk, seasonal or litter basket collection functions. The employee can perform all other duties including MDA #3 and MDA #4 duties as required.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

M.D.A. #1(L) – NO DRIVING (CAN LOAD)

The employee can be assigned to a loading assignment, such as curbside household refuse, recycling, bulk, seasonal and litter basket collection functions. The employee can perform all other non-driving duties and can be assigned the duties of MDA #3 and MDA #4 as required.

MDA #1(L) employees must first be assigned to a mandatory MDA position before any collection assignment. If assigned to collection, they can be assigned out-of-town to any location, by seniority. They are considered the last employee assigned to a truck.

Employees can work their chart day only when there is an assignment suited to their limitations and the Department’s needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

MDA #2 – NO LOADING

The employee cannot be assigned to curbside household refuse, recycling, bulk, seasonal or litter basket collection functions. The employee can be assigned selected driving duties such as relaying trucks, operating a mechanical broom, a flusher, transporting equipment or other non-collection driving assignments and non-collection assignments during night plow on all shifts. The employee can perform MDA #3 and MDA #4 duties as required.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

MDA #3 – LIMITED PHYSICAL DUTY

The employee can be assigned general garage duties such as washing vehicles; checking and replenishing fluids; checking tire pressure; general maintenance and cleaning duties in and around Department facilities. The employee can perform MDA #4 duties as required.

Driving duties are limited to passenger cars and vans, refueling vehicles, mail pickup and delivery, and messenger duties unless otherwise noted on the DS400.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

MDA #4 – LIGHT DUTY

The employee can be assigned to; light office cleaning, including sweeping, emptying small trash receptacles and dusting; messenger duties, including mail and small packages; security duties; office clerical duties. Driving duties are limited to passenger cars and vans unless otherwise noted on the DS400.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

MDA #4(A) – LIGHT DUTY

The employee can only be assigned to clerical duties and or security duties.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

UNIFORMED OFFICERS

MDA # 7 – NO DRIVING

The employee cannot be assigned to any driving functions. The DSNY Health Care Facility will specify on the DS400 any other restrictions of Limited Duty. This will enable an assignment, within quota, suitable to the officer's limitations.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

MDA # 7(A) – LIMITED DUTY

The employee can be assigned to administrative office duties only. The DSNY Health Care Facility will specify on the DS400 any other restrictions of limited duty. This will enable an assignment within quota, suitable to their limitations.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

TRADE TITLED EMPLOYEES

MDA #8 – LIMITED DUTY

The DS Clinic will specify on the DS400 the restrictions of the Limited Duty; no driving, no lifting, etc. This will enable an assignment suited to the employee's limitations. Such assignments will only be made when duties appropriate for the employee's Civil Service title are available.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

CANCELLATION: This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:

A handwritten signature in black ink, appearing to read 'Kathryn Garcia', written in a cursive style.

Kathryn Garcia
Commissioner

DISTRIBUTION: All Management Personnel, Unit Heads, General Superintendents, Supervisors, Medical Division Personnel