

**STANDARD OPERATING PROCEDURES
FAIRFAX COUNTY SHERIFF'S OFFICE**

**SOP NUMBER: 051b
SUBJECT: ALTERNATIVE PLACEMENT
PROGRAM**

I. PURPOSE

To establish guidelines and procedures to be followed when implementing the Uniformed Retirement System Alternative Placement Program. The goal of this program is to provide alternative placement options for Uniformed Retirement System participants who are unable to perform full duties due to an illness or injury deemed compensable under the Workers' Compensation Act. Placements may be temporary to permit rehabilitation to enable return to full duty or permanent when return to full duty is unlikely.

II. POLICY

- A. Alternative placements, whether permanent or temporary, shall provide for continued participation in the Uniformed Retirement System as well as the retention of salary and benefits at the level prior to the alternative placement.
- B. Employees in alternative placements shall remain eligible to participate in promotional exams for which they meet the eligibility requirements.
- C. The disabled employee may accept the alternative placement or apply for service-connected disability retirement, at his or her option.

III. PROCEDURES FOR PLACEMENT

- A. When a Uniformed Retirement System member is found eligible or service-connected disability retirement, the Board of Trustees shall notify the Sheriff.
- B. The Sheriff shall examine all vacant positions of appropriate classification within the Department to seek an appropriate alternative placement for a disabled employee.
- C. When no appropriate vacancy is identified, the Sheriff shall request from the Department of Management and Budget and the Department of Human Resources the use of an alternative placement position.
- D. Every attempt shall be made to place the employee in a position at the same pay grade at his or her position prior to the placement.
- E. Once a position has been identified, the employee will be given a written offer of alternative placement. The offer shall include the following information:
 - 1. Class title, pay grade, and description of job duties of the alternative placement position, including a revised position description that indicates the position is being used for alternative placement.
 - 2. Pay retention commitment if the alternative placement position is at a lower pay grade than the current position.
 - 3. Statement that the employee shall be required to meet the performance standards for the alternative placement position.
 - 4. Statement that the Sheriff reserves the right to transfer this employee to another position when it is in the operational interests of the agency to do so.
 - 5. Statement that the employee has the option of pursuing service connected disability retirement if he or she does not opt to accept the alternative placement.

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6. Statement that acceptance of the alternative placement is irrevocable unless there has been an adverse change in the employee's medical condition whereby he or she is no longer able to perform the duties of the alternative placement position. Job performance and employee evaluations will become established criteria for disqualification.
 7. Signature of employee indicating his or her acceptance of alternative placement.
- F. Once a position in the pool has been vacated, the position shall revert to the pool of positions available for use for future alternative placements if needed.

**02/10/05
DATE APPROVED**

**02/15/05
EFFECTIVE DATE**



**STACEY A. KINCAID
SHERIFF**