



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.13	Effective Date: June 8, 2023
Subject: Pregnancy Policy	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

Carroll County Department of Fire and EMS (DFEMS) is dedicated to the overall health and wellness of all personnel. The purpose of this policy is to establish a clear and defined ongoing process within, the Occupational Medical Program, that identifies the steps and processes for those employees who become pregnant during their employment with DFEMS.

II. DEFINITIONS

None

III. PROCEDURES

A. WORK STATUS AND PREGNANCY:

1. These guidelines are established in accordance with the Pregnancy Discrimination Act of 1978 (PDA), as amended. The PDA broadens the definition of sex discrimination set forth under Title VII of the Civil Rights Act of 1964 to include the discrimination based on pregnancy and childbirth. Recognizing that pregnancy is a unique, transient physical state, an employee may need to seek an Alternate Work Schedule or Modified Duty Assignment.
2. A pregnant employee is not required to notify or inform the Department of a pregnancy at any specific time during the pregnancy. However, the employee is strongly encouraged to discuss with their physician as early in the pregnancy as possible the nature of their work and the Essential Job Tasks of their position (Attachments A and B), and the impact, if any, that continuing to perform those Essential Job Tasks may have on the pregnancy or fetal

development. To obtain more information about the impact a Full-Duty Assignment can have on pregnancy and an unborn fetus, pregnant employees are strongly encouraged to review NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, Annex D, Pregnancy Issues (2018), provided as Attachment B, and discuss the information with their physician.

3. A pregnant employee may continue to work in a Full-Duty Assignment so long as she can safely perform all Essential Job Tasks of their position. An employee is strongly encouraged to consult with their physician to make this decision and to re-assess the decision with their physician throughout the course of the pregnancy.
4. If at any time the Department reasonably believes that the employee cannot perform the Essential Job Tasks in accordance with all safety and operational standards, the Department may require the employee to provide written certification from their physician that they may safely perform the Essential Job Tasks of their position or to undergo a Functional Capacity Evaluation to determine if the employee can perform the Essential Job Tasks. The results of such an evaluation shall be placed in the individual's Department Emergency Services Provider Medical File and shall be provided at the conclusion of the evaluation.
5. A pregnant employee may seek a Modified Duty Assignment at any time during the pregnancy, whether or not a physician believes it is necessary. A pregnant employee may request a Modified Duty Assignment according to the procedures set out in Policy 2.11.
6. A pregnant employee who is unable to perform the Essential Job Tasks of a Full-Duty Assignment or essential functions needed for Modified-Duty Assignment may be required to take leave, in compliance with applicable laws and/or County policies. The employee shall be required to provide documentation as required by applicable County policies.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Pregnancy Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

