



<b>Policy 7.8</b>	<b>Fitness for Duty</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12			

## **FITNESS FOR DUTY**

**7.8**

### **POLICY**

DuPage County is committed to providing a safe working environment and to protecting the health and safety of all employees. If an employee lacks the essential physical and mental requirements necessary to perform the essential functions of the job, or poses a significant risk to their own safety, safety of co-workers or the safety of the public, they may be referred for a fitness for duty evaluation.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A. Employees are responsible for managing their health in such a way that they can safely perform the essential functions of their job, with or without a reasonable accommodation.
- B. Employees must come to work fit for duty and must perform their job in a safe, secure, productive and effective manner during the entire time they are working.
- C. Employees are responsible for notifying their supervisor if they are not fit for duty.
- D. Employees are responsible for notifying their Supervisor, Human Resources Representative, Department Head or Director of Human Resources when they observe a co-worker acting in a manner that indicates the co-worker may be unfit for duty.

### **PROCEDURES**

1. A fitness for duty assessment may be requested when there is reasonable cause for serious concern about an employee's ability to perform their role and duties safely, when the employee's behavior is grossly inappropriate for the workplace, or if there is reasonable concern for workplace safety.

2. An impartial, independent healthcare evaluator with expertise in the disciplines of medical, psychological, alcohol, or other drug conditions will conduct a fitness for duty evaluation.
3. Referrals for Fitness for Duty assessments will be made by the Department Head and Director of Human Resources.
4. Employees will be removed from the workplace while in the process of completing a fitness for duty assessment.
5. Employees who cooperate in a fitness for duty evaluation and are in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to work provided appropriate discipline, if warranted, has taken place.
6. Non-compliance with a request for a fitness for duty evaluation or a determination that an employee is unfit for duty may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)