



Human Resources Policies and Procedures

Policy Title: Fitness for Duty	Policy Number: 3.12
Effective: October 1, 2007	
Supersedes: Fitness for Duty Policy effective October 30, 2005	
Approval:	Page 1 of 3

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time
<input checked="" type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Salaried
<input checked="" type="checkbox"/> Union
<input type="checkbox"/> Independent Contractors |
|--|---|

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of this policy is to establish guidelines for physical and/or mental examinations for all employees.

3.0 Policy

The health and safety of employees and others on the City of Ann Arbor premises is of prime concern. The City of Ann Arbor will strive for the highest possible level of safety in all activities and operations. The City of Ann Arbor employees have a responsibility to report to work free of conditions that would prevent them from safely and effectively performing their required job responsibilities.

4.0 Responsibility

Strict adherence to this policy is the responsibility of all management within the City of Ann Arbor.

DISCLAIMER

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5.0 Procedures

- 5.1** A Fitness for Duty evaluation may be ordered for the following, but not exclusive of:
- A. Exhibiting erratic behavior
 - B. Illness
 - C. Return to work from injury
 - D. Injury
 - E. Accident
 - F. Unable to perform essential functions of the job
- 5.2** If a manager suspects that an employee is unfit, it may be necessary for the employee to be immediately released from continuing their on-the-job responsibilities for the remainder of the day.
- 5.3** Documentation by management, as well as any witness corroboration, will be required describing the behaviors which caused suspicion.
- 5.4** Management will immediately contact Human Resources Services, Benefits staff for assistance with evaluation of the situation.
- 5.5** The employee may be directed to voluntarily submit to a medical evaluation by a physician of the City's choice at the expense of the City.
- 5.6** If necessary, management and/or Human Resources Services will be responsible for arranging transportation for the employee to the nearest medical facility for treatment and/or evaluation.
- 5.7** If the employee refuses evaluation, the manager will be responsible for providing a means of transportation, if necessary, for the employee's commute home.
- 5.8** If the employee refuses to submit to the evaluation, the presumption may be that the employee is in violation of City policy(s) and immediate and appropriate discipline, up to and including discharge may result.

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- 5.9** Evaluation is intended to protect the employee from risk, to limit the potential harm to others and to limit the liability of the City of Ann Arbor. The evaluation is deemed to be a "business necessity."

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