FITNESS FOR DUTY POLICY

1. PURPOSE
   1.1. In compliance with State and Federal disability discrimination laws, this policy outlines the standards by which an employee’s ability to safely and effectively perform their duties when a health or safety concern arises may be evaluated.
   1.2. The Fitness for Duty policy and use of this policy are not a replacement or substitute for University policies related to discipline and performance management. Discipline and performance concerns should continue to be addressed by supervisors with the assistance of the Staff and Faculty Relations unit.

2. SCOPE
   2.1. This policy is effective throughout the University.
   2.1.1. All University employees, including student workers, may be subject to Fitness for Duty evaluations as outlined in this policy.
   2.1.2. All University supervisors should be aware of requirements outlined in this policy.

3. POLICY STATEMENT
   3.1. In order to provide a safe environment for employees, students, and the University community, employees must perform their job duties in a safe, secure, and effective manner. Actions or behaviors that may necessitate a Fitness for Duty evaluation include, but are not limited to, problems with coordination, memory, concentration, alertness, speech, vision, suicidal ideations, or threats.

   3.2. Employees should discuss any circumstances that may impact their ability to perform their duties safely and effectively with their supervisors.

   3.3. Employees who are deemed not fit for duty by a licensed medical professional may present a safety risk to themselves and to others.

   3.4. A health care evaluation of an employee is required if the reason for the evaluation is job related, consistent with business needs and if the University has a reasonable concern that:

      3.4.1. The employee’s ability to safely and effectively perform their job duties is negatively impacted by a health condition; or

      3.4.2. The employee’s presence on the job or execution of job duties poses a danger of harm to themselves or to the health and safety of others in the University community.
3.5. The University may require professional evaluation of an employee's physical and/or mental state and capacities to determine their ability to perform essential job duties.

3.5.1. These evaluations are conducted by independent, licensed health care professionals and are done only after approval by the Staff and Faculty Relations Unit in the Office of Human Resources.

3.5.2. Every effort is made to protect confidentiality and ensure privacy of the evaluation and the results consistent with legal and regulatory requirements and with the goals of this policy.

3.6. Although the University will typically bear responsibility of out-of-pocket expenses incurred as a result of the Fitness for Duty evaluation, exceptions include, but are not limited to:

3.6.1. Employee failing to attend or canceling a scheduled appointment with the health care provider.

3.7. Compliance with this policy and associated procedures (health care provider appointments, examinations by health care provider, etc.) are a condition of continued employment.

4. **DEFINITION**

Fitness for Duty – mental or physical readiness and ability of an employee to perform their job duties. A Fitness for Duty evaluation may involve medical, psychological, or substance testing.

5. **PROCEDURES/ADDITIONAL RESOURCES**

5.1. [Fitness for Duty Procedures](#)

5.2. Fitness for Duty Form

6. **RESPONSIBLE DEPARTMENT/DIVISION**

Office of Human Resources, 864-656-2000

7. **PUBLISHED LOCATION**

Office of Human Resources Policies and Procedures

8. **APPROVAL & REVISION HISTORY**

8.1. President Approval: November 15, 2021

8.2. Originally Issued: November 15, 2021