

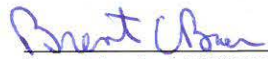
Wood County Board of Developmental Disabilities

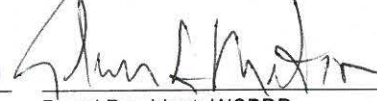
POLICY

Policy #: 01-ALL-ALL-0048
Effective Date: 02-26-90
Person Responsible: Human Resources Coordinator

Subject: Fitness for Duty
Last Revision: 09-01-09

Approvals/Date:

 12-20-17
Superintendent, WCBDD Date

 12/11/17
Board President, WCBDD Date

The following definitions will apply:

Fitness for Duty - The ability to perform the tasks as outlined in job description in a responsible manner.

Reasonable Accommodation - (not related to EEO) the act of making certain provisions and exceptions to fitness for duty rule when direct care duties can be separated from administrative/office duties as listed in position description.

Return to Work Record - for which is completed by physician stating diagnosis, ability to lift/carry enrollees, and/or restrictions related to injury/illness, and professional release of employee to return to work as fit for duty. It shall be the policy of this Board to expect all employees to be "fit for duty". It is essential that direct care employees be physically capable to lift, carry, and move enrollees, be they children adolescents, and/or adults in a safe manner. It is essential that non-direct care employees be physically capable to lift, carry and move machines, equipment, etc. which are necessary to them in the performance of their job duties.

If an injury precludes fitness for duty, such as but not limited to, strained (sprained) back, sprained wrist or ankle, occurring in or out of the workplace, any direct care employee, including **Instructors**, Instructor Assistants, Habilitation Specialists, Production Specialists, etc., shall not be allowed to provide service until such time as a licensed physician's statement is provided to supervisor indicating there are no physical restrictions or limitations imposed on the employee that would prevent him/her from performing duties as assigned in the position description.

Under certain circumstances, some reasonable accommodations may be approved by the Superintendent in order to maintain administrative work flow. Reasonable accommodations may be granted in those instances where an employee may be considered unfit for the provision of direct care services, but could adequately perform those administrative or office duties as outlined in the position description, without undue hardship or liability to self or enrollees. With approval from the Appointing Authority, arrangements for this partial fulfillment of job duties may be arranged.

Compliance to this policy will reduce the liability to employees who provide direct care and to consumers as well.