

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0294 (HR)
Effective Date: 02-26-90
Person Responsible: Human Resources Coordinator

Subject: Fitness for Duty
Last Revision: 07-09-2023

Approvals/Date:

Brent Chasen 7/11/23
Superintendent, WCBDD Date

Brent Chasen 7/11/23
Department Director Date

The following definitions will apply:

Fitness for Duty – The ability to perform the tasks as outlined in job description in a responsible, competent, and effective manner while successfully meeting expectations.

Reasonable Accommodation – (Not related to EEO) The act of making certain provisions and exceptions to fitness for duty rule when duties can be separated.

Return to Work Record – Form which is completed by physician stated 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.

1. An immediate supervisor upon first knowing or being apprised of an employee's medical problem limiting his/her ability to physically, emotionally/mentally, cognitively, or otherwise perform job duties as assigned, shall inform employee he/she is released from duty until such time as the physician's form is received indicating there are no restrictions, Form 03-ALL-ALL-0082. The Superintendent could request an Independent Medical Exam.
2. Employees may request an accommodation in order to perform the essential functions of the job. No accommodation shall be set in motion, until the Superintendent has reviewed and approved this action.
3. The Fitness for Duty procedure and associated restrictions shall be effective when the physical/medical problem arises from an incident in the work place or outside of the work place.
4. Applicable rules for use of sick leave and/or Industrial Compensation shall prevail any time an employee is unable to perform the tasks as outlined in job description.

Forms: 03-ALL-ALL-0082
03-ALL-ALL-1043
03-ALL-ALL-1050

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