

FITNESS FOR DUTY

~~The Board believes that its responsibility is to assure that all of its employees are fit for duty, physically and psychologically, in order to provide the highest level of services possible to the students and citizens of Albemarle County. In order to effect this assurance, the Board has charged the Superintendent with the responsibility of implementing procedures that not only are fair to the employees involved but also protect the basic belief that all employees must be of sound mind and body in order to carry out their responsibilities at the highest levels possible.~~

In order to provide the highest level of service possible to students and citizens of Albemarle County, the School Board assumes the responsibility to assure that all of its employees are physically and psychologically fit for duty to perform the essential functions of the jobs. The Board has charged the Superintendent with the responsibility of implementing procedures that are fair to the employees and also protect the basic belief that all employees must be of sound mind and body.

Adopted: July 1, 1993
Amended: December 8, 1997
Reviewed: May 27, 2004

PROCEDURE FOR COMPLIANCE - FITNESS FOR DUTY

1. All employees will be informed that it is their a minimum responsibility ~~-is-~~ to maintain their ~~—~~physical and mental ~~emotional~~ health to a degree required to carry out their responsibilities as employees.
2. Every ~~All~~ job descriptions will clearly state the minimum ~~physical and emotional health~~ requirements of the ~~particular~~ job. Employees are responsible for familiarizing themselves with these requirements.
3. If a supervisor suspects that an employee is not fit for duty, i.e. is unable to effectively perform his/her responsibilities or is a safety threat to himself/herself or others (including but not limited to attendance issues, returning to work after hospitalization or prolonged absence due to health reasons, poor work performance, behavioral issues or workplace accidents) ~~-due to physical or emotional health problems,~~ the ~~_____~~ supervisor will contact Human Resources to determine the feasibility of referring ~~have the right to refer~~ the employee for a fitness for duty ~~evaluation~~ examination through the County physician. When such a referral is made, the supervisor shall explain ~~_____~~ to the employee, in writing, the reasons for requiring the fitness for duty ~~evaluation~~ examination. ~~—The examination shall be at the County's expense and take place on the employee's paid _____ work time.~~
The employee will not be allowed to work until the results of the evaluation have been obtained. The employee shall be on paid leave of absence status. This includes time spent at the evaluation.
4. The employee will be required to sign a “Release for Information” form so that the healthcare provider may release the results to the Direction of Human Resources or designee.
5. The fitness for duty evaluation shall be performed by a qualified healthcare provider identified by the County and the evaluation shall be paid for by the County.
6. Refusal to comply with any component of the Fitness for Duty evaluation will result in a recommendation of termination of employment.
7. Results of the fitness for duty ~~evaluation~~ ~~xamination~~ will be provided to the Director of Human Resources, or designee, who will in turn inform the employee and his/her supervisor as to whether the employee is fit or unfit for duty. ~~shared with the employee.~~ If the fitness for duty ~~evaluation~~ ~~xamination~~ indicates that the employee could perform his/her responsibilities by adhering to medical treatment, it shall remain the responsibility of the employee to undergo the recommended treatment at the employee’s expense. Refusal to comply will result in recommended termination from employment. ~~requires some treatment prior to resuming their employment responsibilities, the Director of Human Resources/Designee shall counsel the employee on the services available for this treatment.~~
8. If the results of the evaluation ~~County physician~~ indicates that the employee is not fit for

duty, ~~on a permanent basis, potential the employee will also have applicable benefits options,~~ such as retirement disability will be explained the employee. ~~to him/her.~~

59. If the fitness for duty evaluation ~~amination~~ indicates that the employee could perform his/her ~~their~~ responsibilities with ~~some~~ modifications or accommodations to ~~of~~ the job, the Superintendent/Designee will determine whether such modifications/accommodations are reasonable and ~~to the job~~ can be made.

610. Final authorization for an employee to return to work if fit, shall be communicated in writing by the Director of Human Resources or designee. If the fitness for duty examination indicates that the employee could perform his/her responsibilities by adhering to some medical treatment, it shall remain the responsibility of the employee to undergo the treatment. Failure to do so may result in dismissal from employment.

~~7. When an employee returns to work after hospitalization or prolonged absence due to health reasons the Superintendent/Designee may require that the employee be examined by the County physician prior to being allowed to return to work.~~

The above-outlined procedures are designed to assure that employees are fit for duty or, if problems occur, receive the recommended treatment required in order to be able to perform their responsibilities to the extent required in the position description.

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