



Fit-for-duty evaluation – Dept procedure

What is Fitness-for-duty evaluation: A medical evaluation of an employee to determine if the employee has a physical or psychological condition that affects the employee's ability to perform the essential functions of the employee's job.

Fitness-for-duty evaluation – MCPR 8-7 (e)

- (1) A department director should request a fitness-for-duty evaluation of an employee if the employee indicates that the employee's decreased performance or performance problem has a medical basis.
- (2) A department director may request a fitness-for-duty evaluation of an employee if the employee's observed behavior indicates the employee may be physically incapable of performing the full range of the employee's job duties. This should only be done in unusual circumstances and after consulting with the OHR Director.
- (3) A department director may request a fitness-for-duty evaluation of an employee if the employee's observed behavior indicates the employee may be mentally incapable of performing the full range of the employee's job duties. A department director should do this only in unusual circumstances and after obtaining the concurrence of the OHR Director.
- (4) The OMS disability case management program staff may recommend a fitness-for-duty evaluation of an employee.
- (5) A department director must request a fitness-for-duty evaluation in writing and send a copy of the request to the employee.

The department director must also provide the following information to the EME in writing:

- (A) name and position of the referred employee;
- (B) reason why the request is being made, with as many specific examples as possible of the employee's behaviors that prompted the request or examples of job-related problems that pose a direct threat to the employee or others
- (C) description of the essential functions of the employee's job or other information pertinent to the job; and
- (D) a contact person and the person's phone number.



Office of *Human* Resources/OMS

All request for FFD are sent to OMS disability manager, EME (employee medical examiner), and the OHR Director.

Departments should also consult with their OLR and OCA representatives to determine if there are any personnel or labor matter that should be addressed prior to making this request