Medical Inquiries-Fitness for Duty

PROCEDURE

*It is imperative* for the supervisor/manager to discuss the observed concern with the employee (engage in the Interactive Process).

Medical inquiry for functional limitations or clarification of functional limitations:

- **Dept. to contact Disability Management Services**
  - Department discusses concern with employee.
  - DMS speaks with employee, if needed.
  - Department requests employee take JD and job analysis, if available to Health Care Practitioner (HCP).
  - Employee returns form to DMS or manager.
  - DMS discusses functional limitations with employee and department.

Medical confirmation concerning request for accommodation.

- **Department to contact Disability Management Services**
  - Same as above

Medical inquiry/fitness for duty because of concern of a safety of the employee or others:

- **Department to contact Employee Relations**
  - Employee Relations consultant evaluates situation and decides whether to contact DMS, to go through employee's HCP for information. i.e. ambulatory difficulties in an electrical worker.
  - If situation demands immediate response or HCP has been unresponsive to requests for information, or lack of clarity in responses, ER consultant consults with Employee Health Director or designee.

Additional resources:

- Personnel Policies for Staff Members
  - 63 Investigatory Leave
- UCD PROCEDURE
  - UCD Policy and Procedure Manual
  - Section 290-09
  - Violence, Threats, and Disruption in the Workplace

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