

## **Fitness for Duty**

### **Purpose**

Fargo Public Schools is committed to protecting employees, visitors, students and property. This policy provides criteria for identifying and intervening when individuals may no longer be able to perform the essential functions of their positions.

### **Definitions**

1. Fitness for duty: physical and mental health status that facilitates the performance of essential job duties in an effective manner and protects the well-being of oneself, others and property.
2. Physical/Mental evaluation: An examination performed by a district-designated health professional, including but not limited to a health history, physical and/or psychological examination and any medically indicated diagnostic studies. The cost is paid by the school district.
3. Physical/Mental certification: a document from a medically appropriate, licensed provider attesting to an employee's fitness for duty following a medical absence when requested. Allowable costs to obtain the certification are paid by Workforce Safety & Insurance for work-related injuries, and by the employee and if applicable, the employee's health insurance, for absences which are not work-related.

### **Responsibilities**

Employees are responsible for reporting to work fit for duty and notifying their supervisor when not fit for duty. When observing an employee who may not be fit for duty, the observing employee should make the notification to their supervisor or the Human Resources Director.

### **Procedures**

1. Employees returning to work after a medical absence may be required to provide medical certification prior to return to work indicating their ability to return to work, with suggested accommodations or restrictions, if applicable.
  - a. Human Resources, with assistance from the supervisor, determines whether or not the employee can perform essential functions of the job with or without accommodation.
  - b. If it is determined that the employee is unable to perform the essential functions of the position, proceed to step 3.
2. Triggering Event: If an employee is observed or reported to be unfit for duty or self-reports that they are unfit for duty, the supervisor will consult with Human Resources and review the circumstances of the report. This review may include but is not limited to: An investigation of the facts, a mandatory physical/mental evaluation, an evaluation of the physical and mental requirements for the job assignment, a referral to the Employee Assistance Program, or other actions as the district deems appropriate.

3. Employees that are determined to be unable to perform the essential functions of their position following the physical/mental evaluation will not be allowed to return to their current position. The employee will meet with Human Resources to determine appropriate next steps, such as application for disability retirement, long term disability, alternative openings for which the employee may be qualified for, and/or separation from employment.

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