

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.05 FITNESS FOR DUTY

(O.A.C. 123:1-9-03)

A. Introduction

The Board is committed to maintaining a safe and healthy work environment for all employees and individuals served. In particular circumstances, employees may be required to undergo a physical or psychological evaluation to determine fitness for duty.

“Fitness for duty” is defined as being able to perform the essential functions of a position with or without accommodation. These functions should be enumerated in a current position description on file with the Personnel Office.

B. Post-Hire Medical/Psychological Examinations

1. The Board may request that employees have annual physical examinations to determine fitness for duty. Such examinations will be conducted by a designated practitioner at Board expense. Refusal to submit to an employer’s request under this policy may result in disciplinary action.
2. An employee who experiences a debilitating illness or injury on duty or off may be asked to provide evaluations from his/her attending physicians and/or be required to undergo physical and/or psychological examinations by a designated practitioner at Board expense to determine fitness for duty before returning to work.

C. When an Employee is Determined Unfit

If an employee is incapable of performing the essential functions of the job, he/she may be placed on sick leave or given an unpaid medical leave of absence. The Family and Medical Leave Act policy or the Worker’s Compensation Program may be utilized, as appropriate.

Another option is position transfer, should there be other available positions for which the employee is qualified and is evaluated as being able to perform the essential functions. Reasonable accommodation will be made for an employee with a qualifying disability, if possible. (See the policy on reasonable accommodation.)

D. All contracted staff in the position of Bus Driver on a permanent, temporary or substitute basis shall have an annual physical examination. The contracted entity will be responsible for the cost of this physical examination.