

University Enterprises, Inc. Policies and Procedures		Policy No. 925
Section:	Human Resources	
Policy:	Fitness for Duty Examinations	
Revised Date:	December 11, 1998	

Fitness for Duty Examinations

I. PURPOSE

To provide for employees job-related health examinations, including, but not limited to, physical examinations and psychological evaluations for purposes of determining an employee's or prospective employee's fitness for performing the duties of a position.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

University Enterprises, Inc. may require an employee or prospective employee to have a health related examination including, but not limited to, a physical examination and psychological evaluation. University Enterprises, Inc. will pay the cost of such a health-related examination, which UEI requires as a condition of employment. These costs may be charged to the divisions' or projects' budgets.

IV. PROCEDURE AND RESPONSIBILITIES

University Enterprises, Inc. may, at UEI's discretion, when reasonable concerns exist, require employees or prospective employees to have "Fitness For Duty" health examinations including, but not limited to, physical examinations and psychological evaluations under the following circumstances:

1. when an employee is returning to work from a leave of absence;
2. when the employee's job performance or safety for the employee or others is an issue, as determined by the department director, the Director, Human Resources or the Executive Director;
3. in order for the employee to be eligible for promotion or transfer to a job classification with different physical or mental requirements than the employee's present job classification;
4. in order to be eligible for hiring or rehiring;
5. for any other job-related reason.

University Enterprises, Inc. will provide written notification of the need for the "Fitness For Duty" examination to the employee or prospective employee. The Director, Human Resources will make arrangements for the examination with a licensed healthcare provider and will advise the employee or prospective employee of the name, address, telephone number of the healthcare provider, and the date and time of the appointment. Failure of an employee to keep a scheduled appointment or to cooperate with the healthcare provider may result in disciplinary action, up to and including dismissal. Failure of a prospective employee to keep a scheduled appointment or to cooperate with the healthcare provider may result in the prospective employee being eliminated from further consideration of employment with UEI.

V. RELATED POLICIES

- Policy No. 510 Sick Leave
- Policy No. 516 Pregnancy Disability Leave
- Policy No. 520 Family Care and Medical Leave
- Policy No. 545 Personal Leaves of Absence
- Policy No. 550 Disability Leaves of Absence
- Policy No. 635 Employee Discipline