



Policy: Fitness-For-Duty Examination	Policy No: I-1.7
Policy Owner(s): Human Resources	Original Date: 1/1/2003
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- I. **POLICY:** The University may require a Fitness–For-Duty examination for applicants or current employees.
- II. **PURPOSE:** To ensure employees are physically and/or mentally able to perform the essential functions of their position and can do so without jeopardizing the safety or health of themselves or others in the workplace.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **DEFINITION:**

Fitness-For-Examination: A Fitness-For-Duty Examination is a University provided evaluation by a health care provider to determine if an individual is physically and/or mentally able to perform the essential functions of a position.
- V. **PROCEDURES:**
 - A. The University may require a Fitness-For-Duty Examination to the extent permissible under state and federal law to determine restrictions and limitations regarding the performance of essential functions of a job. This examination may occur after a conditional offer of employment, before beginning employment and for specific job categories.
 - B. The University may require a Fitness-For-Duty Examination for existing employees under the following circumstances consistent with state and federal law:
 1. to determine whether the employee can perform the essential functions of their job and whether the employee imposes a threat to the health and/or safety to themselves or others.
 2. when an individual is returning from a sickness or injury or states that she or he is unable to perform certain functions of a position.

3. when the employee's management has concerns that the employee is physically or mentally unable to perform the essential functions of the position.
 4. when an employee's health care provider provides insufficient information related to a return from leave.
- C. All Fitness-For-Duty examinations must be coordinated through the Human Resources Department.
- D. The University may consider additional information that is submitted by the employee related to the Fit-For-Duty examination.