

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**