Guiding Principles
The Fitness for Duty policy is an Intermountain health and safety policy that directs the removal of an employee from the workplace when there are workplace behaviors that create an immediate safety risk for the workplace, the employee or others.

The Fitness For Duty process allows for the return of an employee to work after rehabilitation or treatment. Factors to consider in deciding whether to initiate a FFD or to return the employee to work include:

- Workplace safety
- Employee’s length of service and performance
- Employee’s personal circumstances
- Ability to supervise RTW contract
- Manager’s willingness to support the process

The HR Consultant leads and guides the FFD process in consultation with EAP.

Form
Fitness for Duty Interview Documentation (Level 3) at intermountainhealthcare.org/eap

Reference and Resources
- Fitness for Duty Policy
- EAP Supervisor Toolbox online at intermountainhealthcare.org/eap
- Corporate Employee Relations
- Corporate Legal
- Corporate Employee Health

Other Considerations/Information
- FFD external evaluations are paid by HR.
- Any treatment the employee engages in will be paid for according to the coverage provisions of the employee’s insurance plan.
- PTO, Administrative Leave or possibly the employee’s Short-term Disability insurance plan may cover time away from work. Coverage is determined on a case-by-case basis. Time off may also be unpaid.

Central Office Responsibilities

EAP
- Confer with HR to determine if FFD evaluation is appropriate
- Coordinate immediate drug test in most cases
- Conduct a phone assessment for safety and support with the employee prior to the employee leaving work site
- Conduct an EAP interview with the employee
- Provide information to HR and Manager who will determine: Is this a good candidate for rehabilitation and Return to Work monitoring?
- If yes, coordinate evaluations and treatment with the employee
- Keep HR apprised of progress during treatment period
- Prepare clinical contract with the employee
- Participate in RTW meeting and ongoing monitoring
- Notify HR and manager in writing when FFD has been successfully completed

LOA Benefits Department
- Coordinate leave of absence when applicable
- Inform local facility of any changes in employee’s status
<table>
<thead>
<tr>
<th>Employee Responsibilities</th>
<th>Manager Responsibilities</th>
<th>Human Resources Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Meet with Human Resources and manager to decide whether to submit to a FFD evaluation.</td>
<td>- Initiate the FFD policy when employee impairment is suspected by contacting the HR Consultant.</td>
<td>- Provide consultation and support to the manager.</td>
</tr>
<tr>
<td>- If employee agrees to submit to the FFD evaluation, he or she will follow the process as outlined to him or her, including an immediate drug test and an initial interview with an EAP counselor.</td>
<td>- Get a witness and document the employee’s behaviors on the FFD Interview Documentation (Level 3) form.</td>
<td>- Protect the rights of all parties, including the privacy rights of the employee. This includes assuring privacy during on-site evaluation.</td>
</tr>
<tr>
<td>- It is the employee’s responsibility to apply for a leave of absence when needed.</td>
<td>- Meet with the employee and HR jointly. Make sure the employee understands he or she is suspended, and will not be permitted back to work until the suspension is lifted.</td>
<td>- Suspend the employee pending investigation and determination of fitness.</td>
</tr>
<tr>
<td>- If the employee decides not to submit to the drug test or interview, he or she will be subject to disciplinary action up to and including termination of employment.</td>
<td>- Conduct a workplace investigation about the employee’s behavior.</td>
<td>- Inform the employee of their leave status ASAP.</td>
</tr>
<tr>
<td>- If the employee is able to return to work, he or she must sign the RTW contract developed by the manager, HR and EAP.</td>
<td>- With results of the drug test, EAP assessment and workplace investigation, determine with HR and EAP whether this is a good candidate for rehab and RTW monitoring</td>
<td>- Arrange for transportation home. Do not use a co-worker’s vehicle.</td>
</tr>
<tr>
<td></td>
<td>- If no, discipline the employee up to termination.</td>
<td>- Assist the manager in conducting a workplace investigation about the employee’s behavior.</td>
</tr>
<tr>
<td></td>
<td>- If yes, participate in the Return to Work contracting meeting with the employee, HR and EAP when the employee is released to return to work.</td>
<td>- Follow DOPL Reporting Guidelines.</td>
</tr>
<tr>
<td></td>
<td>- Monitor employee’s behavior for contract compliance.</td>
<td>- With results of the drug test, EAP assessment and workplace investigation, assist the manager in determining whether this is a good candidate for rehab and RTW monitoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If no, assist manager in disciplining employee up to termination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If yes, participate in the return to work contracting meeting with the employee, HR and EAP when the employee is released to work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- At the RTW meeting, clarify ongoing roles of the manager, HR, EAP and Drug Screen Coordinator</td>
</tr>
</tbody>
</table>