

UIC POLICIES AND PROCEDURES

		NUMBER 308
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Fitness for Duty Support Staff		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

PURPOSE

To establish a Campus standard for fitness for duty to perform on the job and to clarify the University's right to require psychological/psychiatric or medical evaluations and tests.

SOURCES AND BACKGROUND

Drug-Free Workplace Act of 1988
Memorandum from Vice Chancellor for Administration to Deans, Directors and Department Heads, dated October 9, 1992

APPLICABILITY

All UIC employees

POLICY

All University of Illinois at Chicago employees are required to be fit for work during their entire work schedule. Employees must be able to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for work may present a safety hazard to themselves, to other employees, to the University, and to the public.

In appropriate circumstances, an employee of the University may be required to be examined by a physician or a nurse at the University Health Service (UHS) in order to determine the employee's fitness to perform assigned duties and responsibilities. UIC reserves the right to require employees to undergo psychological/psychiatric evaluation and treatment, as well as tests for illegal drugs or alcohol. Employees who refuse to comply with recommended evaluations may be disciplined up to and including discharge.

PROCEDURES

RESPONSIBILITY

1. Supervisor

2. Employee

3. University Health Service

ACTION

1. Informs employee of the need for medical evaluation to determine fitness for work. Refers employee to University Health Service during normal clinic hours or Emergency Services Department when UHS is closed. Escorts and remains with employee throughout examination at University Health Service or Emergency Services Department. Proceeds with disciplinary action against an employee who refuses the assessment. Insures safe travel home if indicated.

2. Participates in fitness for work examination in University Health Service or Emergency Services Department.

3. Assesses employee's fitness for work and informs employee, employee's Provider supervisor, and the Human Resources Employee Relations Officer of result

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4. Emergency Service Department

When UHS is closed, assesses the fitness for work and informs the employee, employee's supervisor, and the University Health Services of the result. Refers the employee to UHS on the next clinic day.