Fitness-for-Duty

 Evaluate the employee’s condition. If a Fitness for duty is necessary, you should take the following steps.

1. Schedule an appointment refer to

 “*Fitness-for-Duty Provider List.doc”*

1. Schedule meeting with employee to advise them of the appointment, date and time. At this meeting if there are concerns regarding the employee’s ability to work, you can put them on paid administrative leave until you get the results of the evaluations.
2. Compose your letter to the doctor. Refer to *“Fitness-For-Duty Provider Referral Letter”* template which can be located on the website. With your letter to the doctor also include the following forms from the website:

*“Fitness-for-Duty Certification”*

*“Fitness-For-Duty Med Authorization”*

1. Once the evaluation has been completed and the doctor has completed the “*Fitness-for-Duty Certification”,* an interactive meeting will need to take place with the employee if the doctor has placed work restrictions on the certification.

If at any time you have questions whether a Fitness-For-Duty evaluation is necessary, please contact:

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