

POLICY TYPE: Strategic Advancement

POLICY TITLE: Fitness for Duty

Responsible Administrator: Vice President for Strategic Advancement

Location of Related Procedures: Office of Vice President for Strategic Advancement
Office of Director of Human Resources

Madison Area Technical College is committed to providing a workplace that is safe and welcoming for all of its employees. Because of this, the college expects that all employees are able to perform their jobs in a safe, productive, and effective manner. If an employee is not fit for duty on the job, he or she may present a hazard to themselves, other employees, and the MATC community. The following policy and procedure is not intended to be punitive, but to ensure that employees access the assistance they need to maintain or regain fitness for duty.

Definition

Fitness for duty shall be defined as the mental, physical, and emotional status to carry out the essential functions and job-related responsibilities of a job, with or without reasonable accommodation, in a safe, secure, productive, and effective manner. Being fit for duty protects both the health and well-being of employees and students at the college.

Unfit for duty shall refer to the condition in which employees are unable to perform the essential functions and job-related responsibilities of their job, with or without reasonable accommodation, in a safe, productive, and effective manner.

Behaviors that may signal an employee is unfit for duty include, but are not limited to, changes in physical dexterity, coordination, or speech; confrontations with co-workers and/or students; decreased work output; poor attendance; and threats or acts of violence.

Employee Responsibilities

- Employees are responsible for reporting to work in a manner that allows the safe and effective performance of essential job functions and job-related responsibilities.
- Employees will follow all policies relating to a healthy and safe workplace, including, but not limited to, MATC's Drug Free Workplace policy.
- Employees should inform their supervisors when they are mentally, physically, or emotionally unfit for duty.

- Employees should notify their supervisors if they see a co-worker act in a manner that presents a hazard to themselves, other employees, and the MATC community.

Supervisor Responsibilities

- Supervisors will monitor the behavior of employees to ensure that they are fit for duty.
- Supervisors will follow MATC's policies for handling employees who are unfit for duty. This includes maintaining employee confidentiality to the greatest extent possible.

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