

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 88)

27 July 2023

**Employee Fitness for Duty**

**1. Purpose**

The purpose of this policy and the procedures in the Appendix is to outline the responsible required follow-up actions, and the procedure for return to work. Virginia Military Institute is committed to promoting a safe and healthy environment for its employees, cadets, and visitors. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time on duty. Employees who are not fit for duty may present a safety risk to themselves and to others.

**2. Definitions**

**A. Fitness for Duty Team:** The parties responsible for coordinating and facilitating the fitness for duty evaluation. The Fitness for Duty Team typically may include a representative from Human Resources, Cadet Counseling, the VMI Infirmary, and the appropriate Senior Executive.

This policy does not apply to employees with short term, infectious/communicable diseases (e.g., flu, colds). If an employee exhibits symptoms of an infectious/communicable disease, the supervisor may ask the employee to leave the workplace in order to seek assessment of such symptoms by a health care provider.

Application of this policy is not intended as a substitute for policies or procedures related to chronic performance or behavioral problems or as a substitute for discipline. Supervisors shall

### **3.2 Fitness for Duty Team**

Before determining whether a fitness for duty evaluation is warranted, the Fitness for Duty Team shall consider the understanding of the behavior/circumstances that have led to the incident. A member of the Fitness for Duty Team also shall notify the employee of the opportunity to provide any relevant medical or psychological treatment information. The Fitness for Duty Team shall determine the appropriateness of a fitness for duty evaluation within a reasonable time after notification from the supervisor, typically within three business days. The Fitness

immediately to the VMI Police and to the TAT. In certain circumstances, the TAT may serve as the FFD Team and request a fitness for duty evaluation in accordance with this policy as an appropriate means of intervention to address threatening behavior by an employee.

**3.6.**

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## Appendix 1

### Fitness for Duty Procedures

These procedures are intended to be a guide for implementing General Order 88. That policy observable difficulty performing his/her duties in an effective manner that is safe for the employee and/or for his or her co-workers, or (2) posing a

#### Required Steps

1. Co-
2. The supervisor will investigate and document those observations using the Fitness for Duty Initial Observation Report. The Report should be forwarded to the Human Resources Office who will share the Report with other members of the Fitness for Duty (FFD) Team.
3. The supervisor will contact the Human Resources Office to discuss the need for a possible Fitness for Duty Evaluation (FFDE). The FFD Team shall determine the appropriateness of an FFDE based on the reported behaviors/circumstances that have duty, and shall facilitate the evaluation.
4. The FFD Team shall determine the appropriateness of an FFDE within a reasonable time after notification from the supervisor, usually within five business days. A member of the FFD Team shall notify the employee of the opportunity to provide any relevant previous medical or psychological treatment information, but this information does not substitute for an FFDE if an FFDE is determined to be necessary.

After the FFD Team hears the facts and discusses the issue(s) and the FFDE is the recommended course of action, the Human Resources Office will coordinate next steps to include the following actions:

1. The supervisor will meet with the employee and ask him/her to explain the observed behaviors or impairment and notify him/her in writing (letter generated by the Human Resources Office) of the observations made and inform the employee of being placed on leave pending the FFDE. The supervisor will document the information will be shared with the FFD Team.
2. The employee is placed on leave and removed from duty while undergoing the FFDE (effort is made to complete this process within two work weeks). During this time applicable leave policies shall apply to questions regarding pay.
3. The Human Resources Office will coordinate an initial appointment for the FFDE with the appropriate specialist. The Human Resources Office will send the evaluator the



Resources Office also shall refer the employee to discuss the possibility of short or long-term disability, health insurance questions, etc.

3. If the employee is deemed to be unable to return to work, the employee is then placed into a leave without pay status and the employee can utilize other income replacement options that consist of using available leave balances and/or applying for short-term disability.
4. follow-up evaluation will be scheduled to determine if the employee is suitable for an RTW.
5. If the employee is not released to RTW





EMPLOYEE FITNESS FOR DUTY INITIAL OBSERVATION REPORT

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