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Owner Austin Neese:
Vice President
Human
Resources
Area Human
Resources
Applicability Logan Health &
LHMC

Fit For Duty, HR511

PURPOSE

To provide a working environment in which Logan Health employees perform their job functions safely. To identify and remove an impaired employee from the workplace in order to reduce the risk of harm to any person or damage to property caused from employee impairment.

POLICY

1. Logan Health will investigate and act upon concerns that an employee is impaired.
2. Insofar as possible, the investigation will be conducted in a confidential manner, including limiting the number of individuals who have access to the information.
3. Logan Health will remove an impaired employee from performing their job functions until the impairment is no longer present and the employee is Fit for Duty.
4. Logan Health may remove an employee from performing their job functions while the investigation is being conducted when it is believed to be in the best interests of Logan Health to do so.

PROCEDURE

1. Any employee who suspects that another employee is impaired on the job will immediately notify a supervisor and inform Human Resources (**HR**) as soon as practicable.
2. A supervisor who reasonably suspects an employee to be impaired may take the following actions as appropriate under the circumstances.
 - A. Each observer will document observations of the impairment separately. Appendix A may be used as a tool for documentation of observations. State facts only, do not

make judgments.

- B. If possible, contact a second supervisor to observe and record signs and behaviors (Appendix A may be used).
- C. In accordance with the *Drug and Alcohol Policy, HR510*, the employee may be directed to undergo drug and alcohol testing. If there is a reasonable cause to test for impairment, then:
 - 1. Proceed to contact the Logan Health Occupational Medicine (**OM**) nurse. Contact the on-call nurse when OM is closed.
 - 2. The employee is escorted to OM and a copy of the documentation is given to OM. Send original documentation to the Human Resources Director.
 - 3. The employee is then assessed by OM. The initial assessment will be paid for by Logan Health.
 - 4. When needed, HR notifies the employee that they will be suspended from work until the assessment is completed.
- 3. Refusal to cooperate with an impairment assessment, violating the *Drug and Alcohol Policy, HR510*, and other conduct which violates Logan Health's policies and standards of conduct will subject the employee to corrective action.
- 4. If an impairment assessment is conducted and the employee is found to have been or be impaired, in addition to, or as a part of, corrective action, the following may be imposed on the employee:
 - A. Treatment and/or therapy, which may be conducted as a part of the Logan Health Employee Assistance Program (**EAP**).
 - B. Further treatment and therapy which may be needed is the responsibility of the employee.
- 5. An employee may be required to undergo an additional fitness for duty evaluation before returning to work.
- 6. If an employee is suspended from their employment position and is not able to return to the position held at the time of suspension because of a disability which affects a major life activity, the employee should inform the HR Director and/or the department manager to discuss whether a reasonable accommodation can be made.

DEFINITIONS

- 1. Fit for Duty: able to perform one's job functions free from impairment.
- 2. Impaired: weakened or damaged by, for example, sleep deprivation, illness, alcohol and/or drug use - such that an employee is not able to perform their job functions in a normal way.
- 3. Impairment: a condition in which an employee is impaired.
- 4. Job functions: the essential job duties of the employment position which are included in the written job description.

Attachments

 [Employee Observation Form 8.29.18.pdf](#)

Approval Signatures

Step Description	Approver	Date
Final Admin Approval	William Gibson: System Chief Legal Officer	01/2025
Policy Committee	Kelly Stimpson: Associate General Counsel	01/2025
Legal Review	Kelly Stimpson: Associate General Counsel	01/2025
Owner	Austin Neese: Vice President Human Resources	01/2025

Applicability

Logan Health (locations excluding LHMC), Logan Health Medical Center