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 Area Human Resources
 Applicability Henry Ford Health Enterprise Wide +HAP
 Document Type Enterprise, Policy and Procedure

Fitness for Duty Examinations

Applicability [↗](#)

Henry Ford Health Enterprise Wide + HAP

Scope [↗](#)

This policy applies to all team members, students, volunteers, operating units, and corporate offices of Henry Ford Health.

The policy and procedure enumerated below shall apply unless such policy or procedures are otherwise specified in a contract to which Henry Ford Health, or covered operating unit, is a signatory. In such cases, the terms of the contract shall govern for team members covered by that contract, and such terms will take precedence over this policy. Union team members should refer to their Collective Bargaining Agreement (CBA).

Administrative oversight, interpretation of employment-related requirements, and monitoring for procedural compliances under this policy shall be the responsibility of the Henry Ford Health Executive Vice President, Chief People Officer or his/her designee and Henry Ford Health HR Business Partners.

All medical oversight, clinical determinations, and medical decision-making related to Fitness for Duty Evaluations under this policy shall be the responsibility of Employee Health & Safety under the direction of the Employee Health Medical Director (or designee).

Background [↗](#)

The purpose of this policy is to establish a clear, consistent, and medically appropriate process for Fitness for Duty Evaluations for all team members, students, and volunteers.

This policy is intended to protect the health and safety of Henry Ford Health team members, patients, visitors, and others while ensuring compliance with applicable federal, state, and regulatory requirements.

Fitness for Duty Evaluations are used to assess a team member's ability to safely perform the essential functions of their position and to support appropriate medical guidance, return-to-work decisions, and workplace safety actions.

Definitions [↗](#)

Fitness for Duty (FFD) Evaluation: A medical evaluation conducted to determine whether a team member is medically able to safely perform the essential functions of their position, with or without reasonable accommodation.

Immediate Fitness for Duty Evaluation: A Fitness for Duty Evaluation initiated when observed behaviors or conditions raise an immediate concern for workplace safety. Immediate Fitness for Duty Evaluations require prompt medical review and may include drug and/or alcohol testing, as determined by the Employee Health Medical Director or designee.

Scheduled Fitness for Duty Evaluation: A Fitness for Duty Evaluation initiated when observed behaviors, performance concerns, or medical information raise questions regarding a team member's ability to safely perform job duties but do not require immediate removal from the workplace.

Observed Behavior: Objective, real-time observations made by a leader or witness regarding a team member's conduct, appearance, performance, or safety-related actions. Observations do not include medical conclusions, diagnoses, or assumptions regarding impairment or disability.

Employee Health Medical Director: The licensed physician responsible for medical oversight and final medical determination related to Fitness for Duty Evaluations under this policy, including classification of evaluations as immediate or scheduled, determination of evaluation components, and return-to-work recommendations.

Policy [↗](#)

Due to the nature of the services provided by Henry Ford Health, the health and safety of patients, team members, visitors, and others are paramount.

When concerns arise regarding a team member's ability to safely perform the essential functions of their position, Henry Ford Health may require a Fitness for Duty Evaluation.

Fitness for Duty Evaluations may be initiated on an immediate or scheduled basis, depending on the nature and urgency of the safety concern.

All medical determinations related to Fitness for Duty Evaluations, including the need for evaluation, the classification as immediate or scheduled, the components of the evaluation (including drug and/or alcohol testing when indicated), and return-to-work recommendations, shall be made by Employee Health & Safety under the direction of the Employee Health Medical Director or designee.

Procedure [↗](#)

Definition/Included Elements [↗](#)

A Fitness for Duty Evaluation is a medical process used to assess whether a team member is able to safely perform the essential functions of their position.

Fitness for Duty Evaluations are initiated based on observed behaviors, performance concerns, or safety-related issues and are conducted under the direction of Employee Health & Safety.

Fitness for Duty Evaluations may include one or more of the following components, as determined by the Employee Health Medical Director or designee:

- Medical evaluation by Employee Health or an approved medical provider
- Drug and/or alcohol testing, when clinically indicated
- Review of job-related functional requirements

Referral to the Henry Ford Health ENHANCE Employee Assistance Program (EAP) as a supportive resource.

Establishing a Fitness for Duty Examination [↗](#)

When a leader observes behaviors, performance concerns, or safety-related issues that raise questions regarding a team member's ability to safely perform the essential functions of their position, the leader is responsible for documenting objective observations.

When observed behaviors indicate an immediate inability to safely perform job duties or potential impairment, the leader will promptly escort the team member to Employee Health & Safety for an Immediate Fitness for Duty Evaluation. Human Resources may accompany the leader when available. If Employee Health & Safety is not available (e.g., evenings, nights, weekends, or holidays), leaders must follow the After-Hours Reasonable Suspicion Testing Process outlined in the policy attachments.

In Immediate Fitness for Duty situations, Employee Health & Safety may initiate immediate safety-related actions, including drug and/or alcohol testing. The Employee Health Medical Director or designee will be notified as soon as practicable following initiation of the Immediate Fitness for Duty Evaluation and will review available information and test results to determine next medical steps, including return-to-work status, additional evaluation, referral for treatment, or other appropriate actions.

When concerns do not require immediate safety intervention, a Scheduled Fitness for Duty Evaluation may be initiated. Human Resources may remove the team member from the workplace and manage the situation in accordance with applicable employment and leave policies. Following review of available information, including any drug and/or alcohol testing results if applicable, Human Resources, Disability Management, and Employee Health & Safety will partner to support next steps. Any determination that further medical evaluation is required will be made by the Employee Health Medical Director or designee.

If it is determined that a team member must be evaluated by their treating provider prior to returning to work, Human Resources and the leader will meet with the team member to explain next steps and assist with facilitation of the process. The team member is responsible for contacting their provider and scheduling the appointment.

The team member will be placed on a paid administrative leave not to exceed two (2) calendar weeks. If a determination has not been made by that date, the team member will be placed on an unpaid leave of absence.

The team member will be required to take the following information to the provider and obtain a release-to-work note acknowledging review of the information:

- Cover letter explaining the purpose of the Fitness for Duty Evaluation
- Observation checklist
- Job description

Following the provider evaluation, Human Resources will provide the team member with the required informational packet. The team member is responsible for submitting return-to-work documentation to Employee Health for review and clearance prior to resuming work duties. If the team member is unable to return to work, they must contact New York Life Group Benefit Solutions (NYL) either by phone at 1-888-842-4462 or online at www.mynylgbs.com to initiate a continuous leave of absence. If the team member is able to return to work but requires workplace restrictions or accommodation with no lost time, the team member must contact New York Life Group Benefit Solutions (NYL) to request an accommodation. Failure to complete the appropriate step may delay return to work and/or impact pay status. See [Leave of Absence Policy](#).

If a team member is released to return to work by their provider and Henry Ford Health determines that additional medical clarification is required, Henry Ford Health may require an Independent Medical Examination (IME). The cost of the IME will be covered by Henry Ford Health. The determination to require an IME will be made by Employee Health & Safety under the direction of the Employee Health Medical Director or designee.

While a supervisor or manager may refer a team member to the ENHANCE Employee Assistance Program (EAP) at any time, mandatory EAP referrals related to a Fitness for Duty Evaluation must be reviewed in advance by Employee Health & Safety in coordination with Human Resources.

Team members required to participate in an initial Fitness for Duty Evaluation or mandatory EAP appointment will be compensated for the initial visit and any subsequent visits required to complete the initial Fitness for Duty assessment. Team members will not be compensated for appointments related to treatment, therapy, or ongoing management of a medical condition.

Any team member who refuses to submit to a fitness for duty examination or mandatory referral to EAP will be considered to have voluntarily resigned from employment with Henry Ford Health.

Immediate Fitness for Duty Evaluation – Drug and Alcohol Testing [↗](#)

Henry Ford Health reserves the right to require drug and/or alcohol testing as part of an Immediate Fitness for Duty Evaluation when necessary to protect the health and safety of patients, team members, visitors, and others, or as otherwise required by law. See [Drug-Free Workplace Policy](#).

Drug and/or alcohol testing may be required when observed behaviors or conditions indicate an immediate inability to safely perform job duties or raise concerns regarding potential impairment. Testing conducted under this section is performed as part of a Fitness for Duty Evaluation and in accordance with applicable policies and legal requirements.

Team members directed to submit to drug and/or alcohol testing as part of an Immediate Fitness for Duty Evaluation must do so promptly and may not delay the testing process. If testing is required off-site, the team member will not be permitted to drive and appropriate transportation will be arranged.

Any team member who refuses to submit to required drug and/or alcohol testing, or who causes a delay in the testing process, will be considered to have voluntarily resigned from employment with Henry Ford Health, in accordance with the [Drug-Free Workplace Policy](#) and other applicable policies.

Test Outcome [↗](#)

If drug and/or alcohol testing conducted as part of an Immediate Fitness for Duty Evaluation is negative, the team member will be compensated for work time missed in connection with the testing and evaluation process, in accordance with applicable pay practices.

At Henry Ford Health's sole discretion, a team member who tests positive for drug or alcohol use may be subject to corrective action up to and including termination of employment or, as a condition of continued employment, may be required to enter into a Last Chance Agreement, in accordance with the [Drug-Free Workplace Policy](#) and other applicable policies.

Confidentiality [↗](#)

Results of any drug and/or alcohol testing and Fitness for Duty Evaluations will be treated as confidential medical information and will be disclosed only to individuals with a legitimate need to know, except as otherwise required by law.

Employee Health & Safety is responsible for maintaining medical records related to Fitness for Duty Evaluations in accordance with applicable privacy and confidentiality requirements.

Information shared with Human Resources, Disability Management, or leadership will be limited to the minimum necessary to support employment-related decisions and will not include specific medical diagnoses or clinical details.

Reports of drug and/or alcohol testing will confirm only whether the result was positive or negative in accordance with the Drug-Free Workplace Policy. Reports related to Fitness for Duty Evaluations will confirm only whether, in the opinion of the examining health care professional, the team member is fit for duty, fit for duty with restrictions, or not fit for duty.

Additional medical details, including clinical findings or treatment information, will not be disclosed without the team member's written authorization, except as required by law.

See the [Health Professional Licensing and Disciplinary Reform Act Policy](#) and the [Licensing, Certification and Registration Policy](#)

Notification to Team Member [↗](#)

In the event that testing required by Henry Ford Health yields or provides information that would suggest further medical intervention is needed or is otherwise required by law, the team member will be notified and advised to see Employee Health and Safety Medical Director or in some cases his or her personal physician. A team member may release, in writing, the results of the health screening to his or her personal physician.

Return to Active Employment Status with Henry Ford Health After A Leave of Absence [↗](#)

Team members placed on a leave of absence as part of a Fitness for Duty evaluation may be asked to submit written documentation from their treating provider addressing their ability to safely perform the essential functions of their position, with or without restrictions.

All return-to-work documentation related to a Fitness for Duty case must be submitted to Employee Health for review. Final clearance and return-to-work determination will be made by the Employee Health physician overseeing the case. A team member may not resume work duties until Employee Health has provided formal clearance.

Failure to Submit to Screening/Testing [↗](#)

Any team member who refuses to submit to any required drug and/or alcohol testing or fitness for duty examination, or who causes a delay in the testing process, will be considered to have voluntarily resigned from employment with Henry Ford Health, in accordance with the [Drug-Free Workplace Policy](#) and other applicable policies.

Related Documents [↗](#)

[Corrective Action Program](#)

[Drug-Free Workplace](#)

[Health Professional Licensing and Disciplinary Reform Act](#)

[Licensing, Certification and Registration](#)

References/External Regulations [↗](#)

None

Attachments

- [After-Hours Reasonable Suspicion Process](#)
- [Behavioral Observation Checklist and Fitness for Duty Evaluation](#)
- [Reasonable Suspicion Confidential Identification Form](#)
- [Reasonable Suspicion Drug Test Consent Form](#)