Policy Type: Human Resources
Policy Title: Fitness for Duty
Policy Number: HR-14

Purpose:
To protect the employee and the campus community by requiring medical certification of fitness for duty when an employee is absent from work due to a medical condition.

Scope:
This policy applies to all Green River College employees.

Definitions: N/A

Policy:
It is the policy of Green River to require a medical provider’s certification that an employee is fit to work, or fit to return to work under the following conditions:
   a. The employee has been absent due to a reported medical condition for five days or more.
   b. The employee may be suffering from an illness, disease or condition that may put him/her or the campus community at risk.
   c. At any time when Green River has reason to suspect misuse of leave by an employee.

Procedure:
1. Under the conditions listed above, Green River will notify the employee that medical certification is required. If required, but not submitted, the employee will be asked to:
   a. Leave their workstation and return home
   b. Their return to work may be delayed until certification is submitted
   c. Other appropriate disciplinary action may be taken

Specific Authority:

Law Implemented:

History of Policy or Procedure
Draft: January 24, 2003
Adopted: April 5, 2005
Revised: December 4, 2015, June 1, 2017
Reviewed by: President’s Staff
Contact: Sheryl Gordon, Benefits Manager, ext. 2600
President’s Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315