

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

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**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 Community College employees.

**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

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**Specific Authority:**

**Law Implemented:**

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**History of Policy or Procedure**

Draft: January 24, 2003

Adopted: April 5, 2005

Revised:

Reviewed by:

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