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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number **E308** |  |
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|  | Subject:**Fitness for Duty** | Effective Date:**April 1, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

To ensure that prospective and current employees meet the minimum physical standards for the position they perform.

1. **SCOPE**

This policy applies to all current or prospective operations employees.

1. **POLICY**

It is the policy of the Blue Ridge Fire District to require physical examinations prior to employment and periodically thereafter, in order to ensure that employees are physically capable of fulfilling the essential functions of the position to which they are assigned.

1. **GUIDELINES**
2. All job offers to potential employees shall be made contingent upon the applicant passing a physical examination.
3. The potential employee shall be required to undergo a physical examination with the District’s designated medical provider.
4. In the event the individual does not pass the physical examination, the offer of employment shall be withdrawn.
5. In order to ensure the physical standards continue to be met, all operational employees shall be required to undergo regular physical evaluations on an annual basis. Additionally, as set forth in the NFPA 1582 Standards, employees shall be required to undergo a physical examination according to the following schedule:

Up through age 29: Every three years

Age 30 through Age 39: Every two years

Over age 40: Every year

1. In order to ensure that an employee is fit for duty, all employees shall be required to report the use of any prescription medications, and any over-the-counter medications that could produce a side effect that may alter the employee’s ability to perform the job in a safe manner. See also: Policy B21 Drug & Alcohol Screening.
2. The results of the physical evaluation and/or examination shall be maintained the employee’s medical file, as per Policy B18, Personnel Records.
3. In the event a current employee does not pass the physical examination, the employee shall be sent for a second medical examination. If it is further determined that the employee has not passed and it is determined that the employee is unable to meet the physical requirements of the current position, the employee shall be relieved of duty. The Fire Chief shall consult with the employee, their medical provider, and the District’s designated medical provider to determine the necessary action required to determine if the employee is fit for duty. All costs associated with determining fitness for duty status will be borne by the District. All costs associated with diagnosis and treatment will be borne by the employee unless it is job related causation. Additionally, the Fire Chief shall consult with the District’s designated medical provider to determine if any feasible measures are available to return the employee to a point of meeting the physical requirements. In such event, the Fire Chief shall establish, based upon the medical provider’s recommendation, a timeframe and the suggested methodology necessary to allow the employee to meet the physical requirements of the job.
4. If another position is available and the employee meets the minimum requirements, the employee may be offered the opportunity to interview for such a position.
5. If another position is unavailable and the employee’s medical problems are not attributable to a work-related injury or illness, the Fire Chief may consult with a medical provider to determine a reasonable time period for the person to reach the necessary fitness level. If such an option is deemed not feasible, or if the employee is unable to meet the fitness level in the prescribed timeframe, employment shall be terminated.