

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	NEW	PAGE
Release for Duty	E-13	February 2016		1 of 2

Prepared By: Human Resources

Approved By: Harry Tyson
Deputy City Manager

1.0 Purpose

The City of Wilson is committed to helping employees achieve a safe return to work after periods of illness or non-work related injury, in a way that will facilitate their best possible recovery. The management of an injury or illness in the workplace is regarded as an important part of a supervisor's responsibilities. This policy should be read in conjunction with the FMLA Policy, the Workers Compensation Policy and the Disability Retirement Policy.

2.0 Scope

All employees are covered by this policy. This policy covers leave taken for an employee's own illness or non-work related injury, but excludes leave taken for other reasons(e.g., to care for a sick or injured family member).

3.0 Policy

Supervisors will report to Human Resources-Occupational Health the name of any employee that is out on leave covered by this policy for 4 or more consecutive days.

3.1 The supervisor will contact the employee to confirm the date of resumption of duties and to inform the employee that they must obtain a Release for Duty Note from their medical provider prior to returning to work.

3.2 Upon returning to work, the employee must report **first** to Human Resources-Occupational Health Nurse for evaluation.

3.3 The employee must present an official Release for Duty Note from his or her medical provider. The Occupational Health staff will retain the medical providers Release for Duty Note for the employee's medical record. If satisfied that the employee is fit to return to work, the Occupational Health staff will give the employee a "City of Wilson "Return to Work Note" that will be given by employee to their immediate supervisor. **Supervisors should not allow employees to return to work after 4 or more consecutive days of covered leave without a Return to Work Note from the Occupational Health Nurse.**

3.4 Depending on individual circumstances the Occupational Health Nurse may do one or more of the following:

- a. Require the employee to obtain a Release for Duty Note from their medical provider before returning to work;
- b. Consult with and/or examine the employee;
- c. Provide advice to the supervisor/work area; or
- d. Request consent from the employee to contact their treating medical provider to clarify return to work restrictions

3.5 Employees subject to the Department of Transportation (DOT) regulations pertaining to drug and alcohol testing, as more specifically set forth in the City's Policy Manual Section E-3, Drug and Alcohol Testing, who are absent from work for more than 30 days shall be required to submit to a new pre-hire drug test before returning to work, in accordance with the regulations thereunder.

3.6 All documentation regarding return to work will be retained in the Occupational Health staff members' personnel medical file. All medical information will be kept in accordance with HIPPA regulations