



### I. 4.9.6 Fit for Duty

Chapter 4 - General Personnel	Original Effective Date: May 2026
Section: 4.9 Performance Administration	Date Last Reviewed:
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised:

### II. Purpose

To establish that employees are expected to report to work in a fit and safe condition and remain fit for duty throughout the time they are working.

### III. Scope

This policy applies to all Workforce Members, including faculty, staff, healthcare providers, and contractors, who perform duties on behalf of the Institution. It governs all work activities conducted on institutional premises, in clinical or research settings, or through approved remote work arrangements.

This policy does not apply to students (see UT Health San Antonio Institutional Handbook of Operating Policies (IHOP) [14.2.6 Fitness for Participation Policy](#)) or to resident physicians (see GME Policy 7.2 Resident Impairment).

This policy applies in addition to and not instead of other policies regarding employee performance and standards of conduct (see IHOP [4.9.3. Progressive Disciplinary Action](#)).

### IV. Policy

- A. UT Health San Antonio is committed to providing a safe and productive work environment for its employees, to protect public safety, and to ensure the public's trust in UT Health San Antonio. Employees are expected to manage their health and behavior so that they can perform their job duties in a safe, productive, and effective manner. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to the Institution, or to the public.
- B. If there is a reasonable basis to believe an employee is not fit for duty, the employee may be removed from the working environment and required to undergo the [Fitness for Duty Process](#). If found unfit for duty and removed from their duties, the employee may be responsible for utilizing Extended Illness Bank leave or Paid Time Off per UT Health San Antonio Institutional Handbook of Operating Policies (IHOP) [4.7.24](#)

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[Comprehensive Leave Program](#) and may be placed on Agency Investigation Leave, as outlined in IHOP [4.7.21 Agency Investigation Leave](#).

C. Employees must comply with all aspects of the Fitness for Duty Process, including furnishing necessary consent and release forms and all required medical documentation to UT Health San Antonio. Noncompliance with any aspect of the Fitness for Duty Process may result in disciplinary action, up to and including termination of employment per IHOP [4.9.3. Progressive Disciplinary Action](#).

### D. Employee Responsibilities

1. Employees are responsible for managing their health and behavior in a manner that allows them to perform their job responsibilities safely and effectively.
2. Employees must report to work fit for duty and must be able to perform their job responsibilities in a safe, productive, and effective manner during the entire time they are working.
3. Employees should notify their supervisors when they are not fit for duty, whether on campus, telecommuting, or other assigned work locations.
4. Employees are responsible for immediately notifying the supervisor when a co-worker may be unfit for duty. For Faculty/Providers, designated system wide Chief Medical Officer should be notified.
5. If there are concerns about the supervisor's fitness, an employee should inform the next immediate supervisor or manager.

### E. Reasonable Suspicion for Drugs or Alcohol

If there is a reasonable basis to believe that an employee is unfit due to drugs or alcohol, the [4.9.6 Attachment A: Fit for Duty Supervisor Checklist - Business Hours](#) or [4.9.6 Attachment B: Fit for Duty Supervisor Checklist - After Hours](#) should be followed.

### F. Fitness for Duty Process

1. In the event that a supervisor has a reasonable basis to believe an employee is unfit for duty due to health or behavioral reasons, the Supervisor will immediately contact HR, and the UT Police Department to assist and document the Fitness for Duty Process.
2. The Supervisor should follow the Fit for Duty Supervisor Checklist and the [Observed Behavior Reporting Form](#).

### G. Procedures

1. For Reasonable Suspicion Alcohol/Drug Screening during business hours (Monday - Friday, 8:00 am to 5:00 pm), see [Attachment A](#).
2. For Reasonable Suspicion Alcohol/Drug Screening after hours (after 7:00 pm Monday - Friday; all day Saturday & Sunday), see [Attachment B](#).

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### V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Fit for Duty - the ability to perform the duties of the job in a safe, productive, and effective manner. A person may become unfit for duty due to physical, mental, emotional, or behavioral reasons. Persons under the influence of any alcohol or illegal drugs are not fit for duty.

Fitness for Duty Process - the process initiated by a supervisor or other authorized UT Health representative to determine whether an employee is able to safely and effectively continue performing their job.

Reasonable Suspicion - is a determination based on specific, observable indicators that a workforce member may be impaired while on duty.

### VI. Related References

[4.9.6 Attachment A: Fit for Duty Supervisor Checklist - Business Hours](#)

[4.9.6 Attachment B: Fit for Duty Supervisor Checklist - After Hours](#)

[Observed Behavior Reporting Form](#)

[Drug and Alcohol Testing Authorization and Release](#)

Institutional Handbook of Operating Policies (IHOP)

[4.7.21 Agency Investigation Leave](#)

[4.7.24 Comprehensive Leave Program](#)

[4.9.3. Progressive Disciplinary Action](#)

[14.2.6 Fitness for Participation Policy](#)

GME Policy

[7.2 Resident Impairment](#)

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
05/19/2026	Policy Origination	Executive Committee	05/19/2026