



Methodist College



**Alcohol and Other Drug Programs
Biennial Review
September 1, 2022-December 31, 2023**

Approved by:

Kayla Banks

Dr. Kayla Banks

10/24/2024 | 1:32 PM CDT

Date

Introduction

There has been a growing recognition nationally that alcohol and drug abuse is a prevalent problem on college campuses. In compliance with the 1989 Drug Free Schools and communities Act, this document delineates the efforts on Methodist College campus to address student alcohol and other drug use during the years of 2023-2024. The Biennial Review was conducted to review effectiveness of the Alcohol and Other Drug (AOD) program and the consistency of policy enforcement. This document will detail the College policy regarding alcohol and drug use, disciplinary sanctions the College will impose for violations of this policy, statistics on violations of policies, and efforts to educate students and employees about alcohol and drug related issues.

It is the intent of the College to establish and clearly communicate a drug and alcohol policy based upon a philosophy of Zero Tolerance, with the result that all students and employees be free of any chemical impairment. Questions concerning this policy and/or alcohol and other drug program interventions and policies may be directed to Kimberly Lauber, HR Business Partner, for any employee questions and Jason Garber, Vice President for Enrollment Management and Student Services, for student questions.

The College is committed to ongoing review and of its alcohol and drug prevention program. This document contains a description of these efforts and the outcomes achieved. The signed copy of the biennial review for 2023 -2024 is located in the office of the Vice President for Enrollment Management and Student Services and Human Resources.

Mission Statement

Methodist College is committed to educating and preparing future health and human services professionals for careers that meet community and regional healthcare industry needs.

As an academic community, Methodist College is committed to providing an environment in which learning can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. The College enforces state laws and related College policies, including those prohibiting the following activities on campus:

- a. Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- b. Distribution, possession, or use of illegal drugs or controlled substances.
- c. Possession of firearms or other dangerous weapons.

The abuse of alcohol or other drugs by students, regardless of age and of location (on- campus or off-campus), is prohibited by the Student Code of Conduct. The College can, and will, impose disciplinary sanctions for violations.

The College strongly encourages students to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral which might result in their separation from the College. The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violation of the Student Code of Conduct and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violation.

Zero Tolerance—Drug Free Policy

Policy—Alcohol and Other Drugs (Appendix A)

Students are prohibited from being under the influence of illegal drugs; non-prescribed, controlled drugs; alcohol; or inhalants while in the classroom, the clinical setting, on campus, or while participating in College sanctioned or sponsored activities. For the purpose of this policy, "campus" includes any and all sites associated in any way, either directly or indirectly, with the College and Carle Health. Students taking any prescribed or over-the-counter medications which may alter their ability to function in a competent manner while in the classroom, the clinical setting or workplace must report their medication use to their respective instructor(s) or director/dean prior to entering the setting.

As a member of the College community, students and employees are subject to city ordinances and to state and federal laws. Arrest and prosecution for alleged violations of criminal laws or city ordinances may result from the same incident for which College imposes disciplinary sanctions.

PERTAINING TO STUDENTS

Testing

Students may be requested to undergo an assessment/evaluation for drugs and/or alcohol if reasonable suspicion exists to indicate that the student is using or is under the influence of drugs and/or alcohol. The drug and/or alcohol screens will be performed using urine sample collected with a "chain-of-custody" process through the emergency room physician. All testing will include a review by a qualified Medical Review Officer (MRO).

Refusal to Submit

A student who refuses to submit to testing will be considered to be in violation of the College's drug free policy.

Positive Results

If positive results are obtained, the student will be immediately suspended from Methodist College by the Chancellor of the College and will be granted due process, through the Student Code of Conduct.

PERTAINING TO EMPLOYEES:

Fit for Duty Policy (Appendix B)

Employees are prohibited from being under the influence of illegal drugs, non-prescribed controlled drugs, alcohol, or inhalants while in the classroom, the clinical setting, on campus, or while participating in this College sanctioned or sponsored activities. For the purpose of this policy, “campus” includes all sites associated in any actually or indirectly with Methodist College and Carle Health.

Definition and Expectations

The Fit for Duty policy defines employee responsibilities for reporting for work and performing job duties safely and appropriately without any adverse effects due to the use of drugs, including alcohol. Drug violations off campus also render an employee unfit.

The College Prohibits the Following:

- Using, possessing, selling, manufacturing, dispensing, or distributing illegal drugs or unlawfully using, possessing, selling, manufacturing, dispensing, or distributing controlled substances including but not limited to amphetamines, cocaine, cocaine metabolites, barbiturates, marijuana, opiates, narcotics, and phencyclidine during working hours or on premises.
- Drinking, possessing, selling, or distributing alcoholic beverages during working hours or on premises.
- Reporting to work or working with any detectable level of an illegal or controlled substance or alcohol. Extrapolation techniques shall be used as appropriate to determine alcohol levels throughout the course of the workday.
- Theft of any drug or narcotics from Carle Health.
- Alteration and/or dilution of a specimen during the assessment process.
- Abuse of a legal non-prescription drug or a prescription drug.

Refusal to Submit

Refusal to cooperate with the College's policy prohibiting the use of drugs and alcohol will result in corrective action up to and including termination of employment.

Statistics on Student Violations of the Drug Free Policy

From January 2022 to December 2023, there were zero alcohol violations, and zero drug violations addressed through the judicial processes in the Office of the Director of Operations.

No fatalities occurred on campus related to the above-mentioned violations.

Within this same time frame, no students were selected for testing based on reasonable suspicion or post-incident/unusual occurrence.

Statistics On Violations of Fit for Duty Policy

No policy violations occurred, and no testing was performed on employees.

State laws on drug and alcohol use

In Illinois, it is against the law to sell or deliver alcohol to anyone under 21 or to any intoxicated person. Violations can result in fines of up to \$1,000 and one year in jail. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol. On-campus violations are strictly enforced by University Police, and additional penalties may be imposed:

- The Secretary of State is authorized to suspend or revoke without a hearing the driver's license or instruction permit of a person under 21 who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises.
- Local liquor commissioners have the duty to report to the Secretary of State any conviction for a violation of the Liquor Control Act, or a similar provision of a local ordinance, prohibiting a person under 21 from purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another or a false or forged identification card, or the use of false information to obtain an identification card.
- The Secretary of State is authorized to suspend or revoke the driver's license or learner's permit of any person convicted of violating any of the prohibitions listed above or similar provisions of local ordinances.

Substantial penalties exist in Illinois for the operation of a motor vehicle by a driver with a blood or breath alcohol concentration of .08 or greater. Arrests are also possible at lower alcohol levels if driving is impaired. The first offense can result in a \$1,000 fine, incarceration for up to one year, and suspension or revocation of the offender's driver's license. Subsequent offenses entail penalties of significantly greater severity. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law.

Except as otherwise provided in the Illinois Cannabis Regulation and Tax Act [[410 ILCS 705](#)], the possession, sale, and delivery of controlled substances is prohibited in Illinois under the Illinois Cannabis Control Act [[720 ILCS 550/](#)] and the Illinois Controlled Substances Act [[720 ILCS 570/](#)]. Under the Illinois Cannabis Control Act as amended by the Illinois Cannabis Regulation and Tax Act, courts can set penalties that increase in accordance with the amount of any substance containing cannabis in each case. In regard to both the Illinois Cannabis Control Act and the Illinois Controlled Substances Act, penalties vary with the amount of the drug confiscated, the type of drug found, the number of previous offenses held by the individual, and whether the individual intended to manufacture, deliver, or possess with intent to deliver [[720 ILCS 550/4 through 550/10](#)] [[720 ILCS 570/401 through 570/408](#)].

Federal laws on drug and alcohol use

In addition to prohibiting the unlawful possession of controlled substances [21 U.S.C. 844], the federal Controlled Substance Act [21 U.S.C. 801 and following] prohibits the manufacture, distribution, or dispensation, or possession with intent to manufacture, distribute, or dispense, of controlled substances [21 U.S.C. 841(a)]. The Act also prohibits the creation, distribution, or dispensation, or possession with intent to distribute or dispense, of counterfeit substances [21 U.S.C. 841(a)]. Individuals can be penalized on the quantity of confiscated drugs, the type of drug(s) found, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. For additional information on federal drug trafficking penalties, consult the federal Drug Enforcement Agency publication [Drugs of Abuse](#).

Education

The overall purpose of the policies and offerings of the College related to drug and alcohol prevention and education are to create an environment which promotes the health and wellness of students and employees and to provide safe and effective care to "customers" by students and employees who are drug and alcohol free.

The educational offerings at the College included a campuswide Alcohol Education Quiz contest in September of 2024. The online quiz included health and legal information about drinking and driving, addiction, and the health consequences of drinking alcohol. During this time, handouts were distributed with information about safe drinking and contact numbers for services.

Drug and alcohol awareness and the related health and legal risks are a component of this training. The annual Security Report is distributed electronically annually to all faculty, staff and students and can be found on the College website at www.methodistcol.edu.

Counseling

The College offers on-site counseling services. A counselor is on campus to assist students with personal and academic concerns. General office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The phone number is (309) 671-2152.

Employees of the College have access to the Employee Assistance Program (EAP) at no initial charge. The EAP provides counseling and related services designed to help employees, spouses, and dependent children under the age of 26 with a wide range of personal concerns 24 hours a day, 7 days a week at (800) 228-6380 or (217)383-3202.

Community agencies that provide services include:

- Trillium Place
(309) 691-1055 or (888) 311-0321
www.trillumplacehealth.org
- Narcotics Anonymous
800-539-0475
- Alcoholics Anonymous in Peoria
www.aapeoria.org

Safety and Security

The Director of Operations is responsible for the enforcement of the College's alcohol and drug policy as it relates to violations of the law (e.g. underage

drinking). The following statistics relate to the incidence of alcohol and drug crime on the College campus for the period of January 2022-December 2023:

Liquor Law Violations (arrests): 0

Drug Law Violations (arrests): 0

Administrative Services

The HR Manager is responsible for addressing alcohol and drug abuse issues with College employees. The Fit for Duty Policy is published in the Faculty and Employee Handbook and is maintained on the College intranet. It is also included in the new employee orientation. Employees who have an alcohol or substance abuse problem are eligible for assessment and assistance toward recovery within certain parameters.

Conclusions and Recommendations

While the College meets the requirements and standards established by the Drug Free Schools and Communities Act, there are areas for improvement. The College has in place clear goals and objectives to support the ongoing effort of drug and alcohol awareness.

General recommendations for improvement to the College Alcohol and Other Drug Program (AODP) include:

2023/2024 Goals will include:

- To promote a climate in which abstaining from alcohol and drug use is acceptable.
- To provide education regarding the use of alcohol emphasizing ways to reduce risks of negative consequences to self and others.
- To maintain prevention, education, intervention, and treatment policies and practices.
- To promote a stronger presence on the website pertaining to alcohol and drug prevention.

2023/2024 Objectives will include:

- Continuing staff and faculty education on AOD issues.
- Increase awareness among students about counseling services provided by the counselor.
- Provide handouts and activities during the Alcohol Awareness Month to promote prevention and treatment awareness.
- For employees, promote Employee Assistance Program (EAP) via email and intranet.
- For students, via email, provide contact information for local alcohol services and contact information for the counselor on campus.
- Complete an assessment of our policies and handbook information.

APPENDIX A

Student Alcohol and Drug-Free Policy

Methodist College is committed to zero tolerance towards substance abuse. Substance abuse includes illegal or controlled substances, alcohol, prescription drugs and over-the-counter medications.

Methodist College is committed to assist in the prevention, identification and resolution of drug and alcohol related problems. As part of our commitment to a drug-free environment, students will be tested in the following circumstances:

- A. After admission to Methodist College
- B. When substance use is suspected

Methodist College has a zero-tolerance policy regarding substance abuse. Immediate dismissal will result if any student violates the Drug-Free Policy.

It is the responsibility of each student to report to Methodist College and perform assignments in a safe and appropriate manner. Students performing in an unsafe manner, and/or whose behaviors are suspect, may be subject to an assessment by a health care provider. For purposes of the policy, an assessment may include but not be limited to a drug or alcohol screen, medical or mental assessment, and/or rehabilitation.

Actions and/or patterns of a behavior that may warrant an assessment include without limitation:

1. Sudden changes in work performance
2. Violation of safety policies
3. Repeatedly not following work direction
4. Disorientation
5. Personality Changes
6. Behavior Problems
7. Drowsiness
8. Slurred Speech
9. Staggered gait
10. Glassy eyes
11. Unsafe practices
12. Smell of alcohol
13. Smell of marijuana
14. Frequent absences

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. If there is a suspected violation of the drug-free policy, the faculty or staff member will notify the Director of Operations, if it occurs in the residence halls or in relation to student activities, or the appropriate academic Dean or Chair, if it occurs in a classroom, clinical or lab.

When notified of suspicion of a drug-free policy violation, the notified Dean or Chair shall investigate and determine if further evaluation is warranted. If warranted, the dean will coordinate with Campus Safety to arrange to transport the student to a Methodist Medical Center of Illinois (MMCI) Emergency Department (Methodist, Proctor or Pekin) if the student is on one of the MMCI or College campuses. If the student is at another clinical site, the Dean will coordinate with the appropriate clinical supervisor to arrange transportation to one of the MMCI Emergency departments.

The Emergency Department will conduct an assessment for substance abuse and may refer the student to his/her primary health care provider for further evaluation. The student is responsible for payment of any cost incurred.

Failure to participate in an assessment at the request of Methodist College faculty or staff may result in dismissal from the College.

If the substance abuse assessment returns a positive result, the student shall be processed for suspension under the Student Code of Conduct.

Students who are dismissed are not eligible for readmission to the program for a minimum of one year. For readmission, students must comply with all provisions of the readmission policy in force at the time readmission is requested.

The Drug-Free Policy applies to students anytime they are attending classes or utilizing facilities at Methodist College (i.e., Computer Lab use, Library, Simulation Center, Clinical Practice Center), Carle Health Methodist, Proctor, or Pekin or other clinical sites; or when participating in Methodist College sponsored activities.

Students attending College classes, clinical activities or other activities as described in the paragraph above shall not report under the influence of alcohol as alcohol is medically considered a drug.

Students who are using prescription medications, as prescribed by a licensed health care provider or over-the-counter medication, as directed on the packaging, for the medical conditions for which they are intended will not be in violation of this policy.

However, students who are using such substances in an abusive manner will be subject to this policy. Regardless, each student is requested to advise his/her instructor or clinical supervisors when he or she recognizes that the use of a non-prescription drug or a prescription drug may affect his or her ability to fulfill student responsibilities. The instructor or clinical supervisor shall decide whether the student can participate in the activity.

To follow the Drug Free Schools and Communities Act (DFCSA), this policy will be sent to all students annually.

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be having trouble with drugs or alcohol to seek help:

- A. Students: Counseling Services at (309) 671-2152
- B. Community Agency:
 - a. Trillium Place (formerly IL Institute for Addiction and Recovery)
(309) 691-1055
 - b. Biennial Review

This policy will be updated and distributed to the students each year. All new students will sign the student responsibility statement stating that they are responsible for the information in the student handbook.

APPENDIX B
Carle Fit for Duty



Title	HR - Fit for Duty				
Region	Carle Health Central - BroMenn, Carle Health Central - Eureka, Carle Health East, Carle Health South, Carle Health West - Methodist, Carle Health West - Pekin, Carle Health West - Proctor, Health Alliance				
Location	All Entities				
Document type	Policy & Procedure				
Owner	Tracey Pryor (HR Compliance/Regulatory Analyst)				
Reviewer(s)	Brian Altenbaumer (HR Sr Business Partner), Tricia Fox (Dir of Operations - MCOL College Admin)				
Approver(s)	APM Administrators, RaeAnn Ronk (VP - Human Resources)				
Effective Date	04/01/2010	Next Review Date:	Not Set	Approval Date	Not Set

Attachments N/A

Purpose

A. To provide a safe and productive work environment for the benefit of all team members, patients, and customers of Carle Health (Carle), all team members must be Fit for Duty. This policy describes the circumstances in which Carle may evaluate a Team Member’s Fitness for Duty and provides the procedures for those Fit For Duty Evaluations.

Definitions

- A. **Fit for Duty or Fitness for Duty:** A Team Member is fit for duty when they are able to perform their Essential Job Functions, with or without a reasonable accommodation, in a manner that does not pose a Direct Threat.

- B. **Direct Threat:** Is a significant risk of substantial harm, to the health or safety of the Team Member or others that cannot be eliminated or reduced by reasonable accommodation. After Carle has determined there is a Reasonable Belief that a Team Member will pose a Direct Threat due to a Medical Condition, a licensed health care provider will consider the following factors: (1) the duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood that potential harm will occur; and (4) the imminence of the potential harm. Direct Threat determinations must be based on an individualized assessment of the Team Member’s present ability to safely perform the Essential Job Functions, considering a reasonable medical judgment relying on the most current medical knowledge and/or best available objective evidence.

- C. **Essential Job Functions:** The fundamental duties of the position or the primary reasons the position exists.

- D. **Fit for Duty or Fitness for Duty Evaluation or Evaluation:** Medical examination or testing of a Team Member, conducted by a licensed health care provider, to determine whether the Team Member's ability to perform their Essential Job Functions is impaired by a Medical Condition or whether the Team Member poses a Direct Threat due to a Medical Condition. Fitness for Duty Evaluations will be conducted after Carle determines that there is a Reasonable Belief that the Team Member is or will be unable to perform their Essential Job Functions or will pose a Direct Threat due to a Medical Condition.
- E. **Job-Related and Consistent with Business Necessity:** A Fit for Duty Evaluation is job-related and consistent with business necessity when Carle has a Reasonable Belief that (1) the Team Members's ability to perform Essential Job Functions is or will be impaired by a Medical Condition or (2) the Team Member will pose a Direct Threat due to a Medical Condition.
- F. **Medical Condition:** Any mental or physical impairment. Substance Use Disorders, including drug or alcohol addiction, may be Medical Conditions under this Policy. Casual or irregular drug use is not a Medical Condition.
- G. **Reasonable Belief:** A belief based on objective evidence. Objective evidence may include having personal knowledge, including observed behavior, or reliable information from a credible third party that a Team Member has a Medical Condition, that the Employee has performance deficiencies, or will pose a Direct Threat, and an articulable basis on which to attribute those deficiencies or the Direct Threat to the Team Member's Medical Condition.

Statement of Policy

- A. Carle is committed to providing a safe and productive work environment and ensuring that all team members are Fit for Duty.
- B. Carle may require a Team Member to undergo a Fit for Duty Evaluation when it is Job-Related and Consistent with Business Necessity. For instances involving infectious or communicable diseases, refer to Employee Health Services Protocol EHS117.
- C. This policy and associated procedures is intended for situations where a Reasonable Belief exists that a Team Member is not Fit for Duty. This policy and procedure is **not** intended to be a substitute for sick or medical leave requests, worker's compensation claims, allegations of violence in the workplace, situations where there is an immediate threat of harm (i.e., potential drug and alcohol misuse, threats of suicide, etc.), or for performance management or disciplinary purposes. Immediate threats or situations involving the suspicion of drug or alcohol misuse should be dealt with according to [HR - Alcohol and Drug Misuse](#)
- D. Carle encourages team members to seek assistance voluntarily, before job performance is affected. The Employee Assistance Program is designed to offer assessment, referral, and/or short-term counseling for personal problems, including stress, depression, grief, family, financial, legal problems, drug addiction and alcoholism. EAP services are free and confidential in accordance with state and federal law. Additional information is available in the [HR - Employee Assistance Program](#)
- E. Team Members required to undergo a Fit for Duty Evaluation will be relieved of duties pending completion of the Evaluation and until otherwise communicated by the HR Business Partner. During this absence, the Team Member is eligible to use time off programs and/or leave of absence as applicable.
- F. If Carle chooses the health care provider, Carle shall pay all costs of the health care services associated with the Evaluation, including payment of wages for time during the Evaluation.
- G. A Team Member who fails to undergo the Evaluation as directed or fails to adhere to any condition(s) of employment established as a result of the Evaluation, including failing to engage with any process to determine what accommodations or requirements may make the Team Member Fit for Duty may not be allowed to return to work and may be subject to disciplinary action, up to and including termination.
- H. Application of this policy is not intended as a substitute for other policies or procedures including, but not limited to, drug and alcohol or behavioral issues, or those related to performance. In addition, application of this policy is not a substitute for discipline or other corrective action. In any situation involving misconduct, corrective

action may occur.

- I. All actions taken in carrying out this policy shall comply with local, state and federal laws, as well as Carle policies and procedures.

Procedure

A. **Reporting Fitness for Duty Concerns.** A Team Member who observes behavior or learns information that suggests a Team Member is not Fit for Duty should report such behavior or information to that Team Member's supervisor. If a Fit for Duty concern arises during an off-shift, weekend, or holiday, the manager or another leadership representative should remove the Team Member from work and contact the HR Business Partner on the next regular business day to initiate the Fit for Duty process outlined below. The manager should notify the Team Member of the concerns and let the Team Member know that the manager or the HR Business Partner will contact the Team Member. If appropriate, the manager should arrange for safe transportation home for the Team Member.

B. Requesting a Fit for Duty Evaluation.

1. A supervisor may request a Fitness for Duty Evaluation when they have a Reasonable Belief that a Team Member's ability to perform their Essential Job Functions will be impaired by a Medical Condition or that the Team Member poses a Direct Threat due to a Medical Condition.
2. The supervisor shall submit a written summary of the objective evidence supporting the Reasonable Belief that the Team Member has impairment of performance of Essential Job Functions caused by the Medical Condition or poses a Direct Threat. Such summary shall include detailed information regarding the reason for and circumstances leading up to the fit for duty referral, and the name(s) and contact information for any third parties providing the objective information supporting the Reasonable Belief.
3. The written summary shall be submitted to the appropriate HR Business Partner.

C. Review of Request for Fit For Duty Evaluation, Notification.

1. The HR Business Partner will review the request for a Fit for Duty Evaluation and will consult with the referring supervisor, Carle Legal, and Occupational Health, as necessary.
2. If it is determined that a Fit for Duty Evaluation is job-related and consistent with business necessity, a Fit for Duty Evaluation shall be required. In cases of a mental health fit for duty concern, the HR Business Partner will also contact the Clinical Supervisor of the Employee Assistance Program (EAP) or designee.
3. The HR Business Partner and the Team Member's supervisor shall notify the Team Member in writing that they are required to undergo a Fit for Duty Evaluation. Such notice shall include: whether the Employee will be placed on leave pending the results of the Fit for Duty Evaluation; the name and contact information of the health care professional to conduct the Fit for Duty Evaluation; the date by which the Evaluation must be completed; and consequences for failure to complete the Evaluation.
4. The Team Member may be requested to sign a written authorization allowing the health care professional(s) to provide certain, limited information obtained through the evaluation to Carle. If no authorization is executed, Carle may nevertheless obtain a description of the return-to-work status recommendation and any functional limitations of the team member that may limit the team member's ability to perform the essential function of their position.

D. Fit for Duty Evaluation.

1. **Scope.** The Fit for Duty Evaluation shall be limited to determining whether the Team Member can perform their Essential Job Functions, with or without a reasonable accommodation, in a manner that does not pose a Direct Threat.

2. **Health Care Professional.** The Evaluation shall be conducted by a health care professional of Carle's choice, or in Carle's sole discretion, by the Team Member's health care provider. If the Team Member's own provider conducts the Evaluation and Carle determines that it needs additional information, Carle may require the Employee to be evaluated by a health care professional of its choice. In any circumstance, the Evaluation shall be conducted by an appropriate health care professional who has expertise in the Team Member's specific condition and can provide medical information that allows Carle to determine the effects of the condition on the Team Member's ability to perform their Essential Job Functions without posing a Direct Threat.

3. **Results.** The health care professional will provide a written report containing only the following information:

- a. A conclusion that the Team Member:

Is Fit for Duty: The Team Member is medically able to perform their Essential Job Functions without accommodations and/or the Team Member does not pose a Direct Threat.

Can be Fit for Duty: The Team Member is medically able to perform their Essential Job Functions with accommodations, does not pose a Direct Threat if provided accommodations, and/or can perform their Essential Job Functions and/or not pose a Direct Threat if they satisfy other requirements.

Is Not Fit for Duty: The Team Member is not able to perform their Essential Job Functions with or without accommodations and/or the Team Member poses a Direct Threat.

- b. A description of the nature, extent, and expected durations of any limitations on the Team Member's ability to perform their Essential Job Functions.
- c. If a referral to further medical examination including EAP is necessary.

4. **Post Evaluation.**

- a. If the Team Member is Fit for Duty, the Employee will be allowed to return to work in accordance with Carle policy and practice.
- b. If the Team Member Can be Fit for Duty, the Team Member will be referred to the HR Business Partner to determine what reasonable accommodations may be provided under HR623 - Reasonable Accommodation. If Carle determines that a Reasonable Accommodation cannot be provided or if the requested accommodations would impose an Undue Hardship on Carle, the Employee is Not Fit for Duty.
- c. If the Team Member Is Not Fit for Duty the Team Member's employment status will be determined on a case-by-case basis, in accordance with Carle policies and practice. The HR Business Partner will also advise the team member of his/her protected leave rights in accordance with HR500 - Family Medical Leave of Absence (FMLA) and HR502 - Leaves of Absence as applicable.
- d. If it appears that the Team Member's inability to perform the Essential Job Functions are the result of a work-related injury, the Team Member will be advised to report the occurrence by calling the Incident Reporting Hotline for review as a potential worker's compensation claim in accordance with AD211 - Workers' Compensations & Employee Work-Related Incident Reporting.
- e. In most cases, a re-entry conference with the supervisor and the HR Business Partner, if appropriate, will occur prior to the Team Member's return to work.

E. Confidentiality. Team Member medical information obtained under this Policy will be maintained separately from the Team Member's Personnel File and will be treated as a confidential medical record. Information about

necessary work restrictions or accommodations for the Team Member may be shared with supervisors and managers on a need-to know basis.

Other Related Links as Applicable to Site N/A

References N/A

DOCUMENTATION OF FITNESS FOR DUTY FORM

Team Member Name _____ Department _____

Leader Name _____ Today's Date _____

Please document directly observed examples for requesting a fitness for duty evaluation below (who, what, when, where, how).

Summary of event(s)/supporting information:

Summary of impact to essential job functions and/or direct threat posed to the team member or others:

Type of Fitness for Duty Exam:

- Physical
- Cognitive
- Behavioral

Please submit completed form to HR Business Partner.

AGREEMENT TO SUBMIT TO A MEDICAL ASSESSMENT AND/OR DRUG AND/OR ALCOHOL SCREEN TESTS AND AUTHORIZATION FOR THE RELEASE OF RECORDS AND RESULTS

As an team member of Carle, I understand that the use of drugs, alcohol and other controlled substances in the workplace creates a safety concern for all team members. In the interest of creating a safe working environment, I hereby give my consent for Carle to conduct the drug and alcohol tests or medical assessment it considers necessary as outlined in Carle Policy HR 703 – Fitness for Duty.

I authorize Carle to take the necessary specimens from me to test for drugs, alcohol and other controlled substances, and I authorize laboratory or medical personnel retained by Carle for these tests to release the results to Carle. I release the laboratory or medical personnel conducting the assessment or tests, Carle, and Carle’s team members, directors, officers and successors from any liabilities, claims and causes of action, known or unknown, contingent or fixed, that may result from these tests.

I understand that the costs of the assessment and testing will be paid by Carle and that I have a right to refuse the assessment and testing. I understand, however, that my refusal to submit to the assessment or testing are grounds for disciplinary action up to and including termination of my employment.

I also understand that by signing this agreement, I am authorizing the release of the results of the assessment and any drug or alcohol tests conducted to the Director of Human Resources of Carle (or designee) and such other Carle officials and team members as the Director of Human Resources or designee may deem to have a need for such information.

I understand that I may be suspended without pay until the test results have been completed and I have been contacted by Human Resources. I understand that the information so released will be used to determine if I am fit to perform my job duties and if I have violated Carle’s Fit for Duty policy. I further understand that violation of these policies is grounds for disciplinary action up to and including termination of my employment.

Upon signing the Agreement form, I understand that I may contact Human Resources for information or discussion.

I do fully understand that by signing below, I am consenting to a medical assessment and alcohol and/or drug testing and the release of medical records and test results as outlined above.

_____	_____
Team Member Signature	Date
_____	_____
Witness Signature	Date

**REFUSAL TO SUBMIT TO MEDICAL ASSESSMENT AND DRUG AND/OR ALCOHOL SCREEN BY URINE,
BREATH OR BLOOD TESTS**

I hereby refuse to participate in a medical assessment and do not authorize testing of my urine, breath or blood for drugs or alcohol as outlined in Carle Policy HR – Fit for Duty. I understand that my refusal will be considered insubordination which will result in my immediate suspension without pay and upon further investigation, discipline up to and including termination.

Upon signing the Refusal form, I understand that I may contact Human Resources for information or discussion.

_____	_____
Team Member Signature	Date
_____	_____
Witness Signature	Date
_____	_____
Witness Signature	Date

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