



FITNESS FOR DUTY SURVEY

NAME OF EMPLOYEE: _____

DIRECTIONS: These questions may be asked by Manager when the employee appears to be unfit for duty (use back if more space is needed).

1. Are you feeling ill? _____.
If yes, what are your symptoms? _____

If employee indicates they are experiencing a medical emergency, call 911 or escort the individual to a nearby hospital emergency department.

2. Can you explain the reason for the following behavior that I have observed? (Review information from Observation Checklist) _____

3. Do you have a cold? _____.
If yes, are you taking any cold pills? _____. Cough medicine? _____.
Antihistamines? _____.
If so, indicate what employee is taking _____

4. Have you recently used any drug (lawfully by prescription or otherwise) that might cause the symptoms or behavior I have observed? _____
If yes, what drugs have you recently used that you believe might have contributed to the behaviors observed? _____

5. Did you drink alcohol or an alcoholic beverage within the last 12 hours? _____.
If so, what did you drink? _____ Where did you drink? _____
With whom did you drink? _____ When and how much did you drink? _____
Do you think you might have alcohol still in your system? _____

NOTE: Please contact Employee Relations to consult on next steps to take before proceeding. If Employee Relations approves testing, ask the employee the following:

Would you submit to an alcohol and drug test so we can be sure that you are able to safely perform your job? _____. If no, reasons for refusal _____.

Does employee indicate he or she is likely to fail the test? _____. If yes, reasons given (if any): _____

GET SIGNED CONSENT AND RELEASE FORM FROM THE EMPLOYEE. If the employee refuses to sign the consent to testing, he/she should be told that he/she is refusing a direct order, which constitutes insubordination and that such refusals will be grounds for discipline up to termination.

Supervisor's Signature: _____ Date: ___/___/___

Employee's Signature: _____ Date: ___/___/___