

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

subject: Employee Responsibility
Concerning Ability to
Perform Duties of Job

memorandum

date: June 16, 2010

to: All EMPLOYEES

from: Vicki Arpin
Human Resources Administrator

PERSONNEL MEMORANDUM NO. 81-2 (Revised from 2/20/07)

It is the responsibility of each employee to advise his/her supervisor of any physical, mental or other condition or impairment, which may adversely affect his or her safe operation of State cars, trucks and other equipment or machinery or their ability to perform the essential functions of their job. This responsibility includes the necessity of reporting the use of medicines, prescription drugs, or other substances, which may affect the above. Employees who do not report such conditions or instances may be subject to disciplinary action.

Notification of such conditions or impairments must be made to supervisory/management personnel who must take the appropriate action, so as not to endanger the employee, coworkers or the public. Medical documentation to substantiate the ability or inability/limitation to operate equipment or perform the duties of a job should be included at the time of notification. The employee may make such notice and submit such documentation directly to his/her respective DOT Human Resources Liaison in the District or the Newington Headquarters Facility if he/she prefers. The Department may seek additional information from the employee's personal Physician or Licensed Health Care Provider (LHCP) in order to or more clearly assess the employee's potential limitations.

In addition, employees who claim their use of medicine, prescription drugs, and other substances as the reason for accidents, unusual behavior, inability to work, sleeping on the job, etc., will be required to authorize the State to contact their personal Physician or LHCP to clarify the condition/medication.

Finally, if an employee reports to work in a condition in which he/she cannot perform the functions of the job, the supervisor and/or manager shall meet with the employee and their union representative to assess the situation. If the supervisor and/or manager believe the employee is unable to perform their job duties, the supervisor/manager shall:

- a. Follow the provisions of Personnel Memorandum No. 94-2, if the employee is a CDL Driver, or

- b. If the employee is not a CDL driver, contact a union representative (if a union employee), notify the employee they are being relieved of duty and placed on Administrative Leave. If a union representative is not available, a copy of the Administrative Leave notice will be faxed to union headquarters. A fact finding should be scheduled for the following day. Offer to contact someone to drive the person home.
- c. If the employee is significantly impaired, it may be appropriate to contact a nurse or a medical professional.

It is critical for supervisors and managers to document their observation of the employee's behaviors and address performance capacities. Supervisors and managers are not clinically qualified to make any other conclusions and should not counsel the employee but may refer the employee to the EAP.

Any questions regarding the implementation of this policy should be directed to your Human Resources Liaison.