

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 983
(Replaced AD 983 dated 11/10/05)

Effective Date: October 5, 2006

SUBJECT: REPORTING FOR DUTY - PERFORMANCE AND FITNESS

I. PURPOSE

To provide a format in which a manager or supervisor may ensure employees are safe within their working environment.

II. AUTHORITY

Government Code 19253.5, Department of Mental Health Policy Directive 307.

III. POLICY

It is the responsibility of Coalinga State Hospital (CSH) to provide an environment that is safe for Individuals, visitors and employees. In order to provide this, it is necessary that employees be both mentally and physically fit for duty.

IV. METHOD

If an employee's supervisor believes an employee is unable to perform their duties in a safe and proper manner, it is the supervisor's responsibility to take immediate action to correct the situation.

- A. The supervisor shall interview the employee and other staff, if necessary to ascertain the facts and circumstances which resulted in the situation and document their observations and impressions noting such things as the employee's statements, speech clarity, level of awareness, general ability to perform their duties and any unusual circumstances.
- B. If the supervisor determines that the circumstances relate to alcohol or drugs and the employee's classification is designated "sensitive," then Administrative Directive No. 934 should be followed.
- C. If the supervisor is of the opinion the employee cannot perform their duties satisfactorily, then the following steps will be taken:
 1. Remove the employee from the work area or any area that may jeopardize their or others' safety utilizing assistance from other departmental areas as necessary.

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2. Notify Program Management/Department Head of the situation. After hours, on weekends and holidays, contact the Executive Officer of the Day (EOD) if other departments are involved.
 3. When the supervisor determines the employee is unable to perform duties for medical reasons, the supervisor should contact the Health and Safety Office to determine a need for a medical evaluation. It is not hospital policy to require employees to submit to laboratory test, except as provided in Administrative Directive No. 934.
 4. If the Health and Safety Office, in conjunction with the Occupational Health Clinic (OHC) determines the employee is in need of medical evaluation, the evaluation will be handled by the OHC.
 5. If the employee is unable to perform his/her duties, and medical staff have determined there is no medical reason, then the supervisor must make a determination of the type of leave credits, non-pay status, or administrative leave (see Administrative Directive No. 905) that is appropriate to the situation.
 6. Complete Self Report of Minor Injury or Supervisor Referral to Occupational Health Clinic for Evaluation of Injury/Illness form and file (if appropriate).
 7. If in the opinion of the supervisor the employee's condition is such that the employee cannot safely care for themselves, it is the supervisor's responsibility to ensure a safe means of transportation is available. This may entail calling a relative or friend to assist the employee, arranging for hospital staff to take the employee home or to another person's care, or, if circumstances warrant, notification/release to the local law enforcement.
- D. The supervisor will file their report with the Program Director/Department Head prior to the end of the shift.
- E. The Program Director/Department Head will notify the Personnel Officer if consultation is needed, or if a possible adverse action may be required.
- F. It is the responsibility of the manager/supervisor to ensure that the employee is aware of the services available through the Employee Assistance Program and that the employee knows how to access those services.
- G. When a manager/supervisor recognizes that an employee has a documental performance and/or conduct problem, a formal referral will be made to EAP (Refer to Administrative Directive No. 980.)
- H. If the employee's ongoing work performance is in question due to a suspected

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medical problem, the Program Director/Department Head will contact the Health and Safety Officer for a possible medical evaluation in accordance with Government Code, Section 19253.5.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 980 - Employee Assistance Program

A.D. No. 934 - Substance Abuse Testing of Employees in Sensitive Positions

A.D. No. 905 - Time Reporting