

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 08	Health Examinations and Fitness for Duty		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

02.08 Health Examinations and Fitness for Duty

The City endeavors to provide a safe work environment for all employees. It is the responsibility of each employee to maintain the standards of physical and mental health fitness required for performing the essential functions of the position, either with or without reasonable accommodation.

- A. **Serious Health Condition/Disabilities.** The City recognizes that employees with a potentially life-threatening and/or infectious illness or physical and/or mental disabilities may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to perform the essential functions of their job, with or without a reasonable accommodation, without creating an undue hardship on other employees, and medical evidence indicates that their condition is not a direct threat to themselves or others, the City will treat them consistently with other employees.

- B. **Medical Exams for Current Employees.** The Director of Human Resources, or an employee’s Department Director, in coordination with the Human Resources Director, may require a current employee to undergo a medical and/or psychological examination to determine fitness for continued employment as may be necessary in order for the City to provide a reasonable accommodation. This provision will apply following an injury or accident or as otherwise permitted in accordance with applicable laws. The Public Safety Departments may have more stringent definitions and requirements due to the nature of their duties.

- C. **Medical Information from an Employee’s Doctor.** Under certain circumstances (e.g., FMLA Certifications), Human Resources may require employees to provide medical information from their health care provider. In such cases, employees are expected to inform their health care provider not to provide any genetic information when responding to such request.

- D. **Genetic Information.** In accordance with the Genetic Information Nondiscrimination Act (GINA), the City will neither request nor require genetic information of an employee or his/her family member, except as specifically allowed by GINA. To comply with GINA, employees are directed not to provide any genetic information when responding to any City request for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family

member or embryo lawfully held by an individual or family member receiving assistive reproductive services.

- E. **Medical Records.** Medical records and sensitive information regarding an employee's health will be kept confidential as required by law. Limited information may be provided to supervisors and managers, first aid and safety personnel, government officials, Texas Workers' Compensation Commission, and, as necessary, for insurance and other business-related purposes.
- F. **Return to Work/Fitness for Duty.** Before returning to work following a medical and/or psychological examination under this policy, the employee must coordinate his/her return through Human Resources. An employee who misses work due to medical reasons may be required to provide a fitness-for-duty certification before returning to work. Public Safety Departments may have more stringent definitions and requirements due to the nature of their duties.

Please reference the City of Decatur Return to Work memo for guidance. This memo is located on the City of Decatur website.

- G. **Time Off from Work.** Time away from work due to undergoing a City mandated fitness-for-duty examination will normally be coded to paid administrative leave but may be retroactively changed to PTO leave, Family Medical Leave Act leave, and/or other leave as circumstances warrant.