

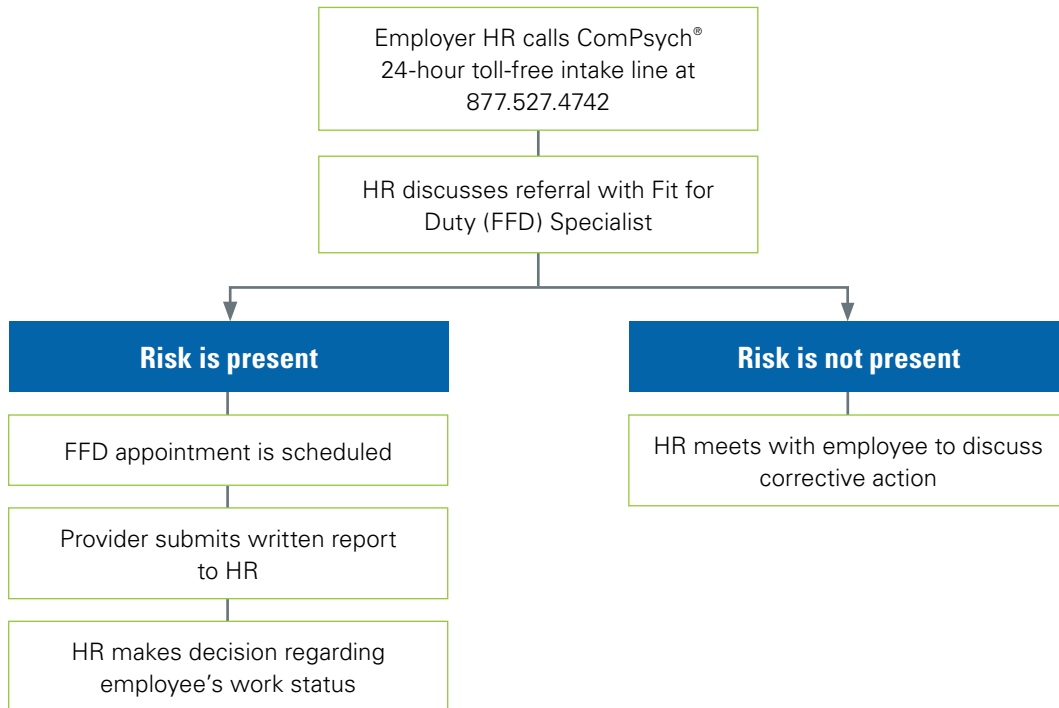
# Fit for Duty (FFD) Evaluation Program

The Fit for Duty Evaluation Program provides expert guidance when an employee presents a direct or potentially harmful threat to themselves or others. The organization’s HR Managers have 24-hour-a-day access via the toll-free line (877.527.4742) to an in-house staff of senior HR specialists. These specialists provide immediate guidance and consultation to assess the potential risk and recommend the most appropriate intervention. Should the employee pose an immediate, direct threat, the program offers crisis intervention support. Any employment-related decision remains at the discretion of your organization. If an evaluation is necessary, the HR Manager meets with the employee to discuss the situation and the perceived risk, sets the expectation that the employee will participate in the FFD evaluation and facilitates the employee’s immediate removal from the workplace with return-to-work dependent upon evaluation findings. If the employer determines that an FFD evaluation is not required, the HR Manager can meet with the employee to discuss appropriate corrective action, which may include a referral to the EAP. The ComPsych® GuidanceResources® program continues to provide HR consultation and referral support as needed.

There may be a fee to the requesting organization for a Fit for Duty evaluation.

## Fit for Duty Services Requested

Each Organization Should Follow Their Own Fitness for Duty Referral Policy



## Here when you need us.

Call: 877.527.4742 | TRS: Dial 711

Online: [guidanceresources.com](https://www.guidanceresources.com)

App: GuidanceNow<sup>SM</sup> & Koa Foundations | Web ID: State of Delaware

