



Five Minute Meeting:



Topic: Fitness for Duty

Audience: All leaders who have direct reports

The key thing you need to know

Nothing is more important than the safety of the public, our employees and our contractors. The Fitness for Duty (FFD) procedure plays an important role in keeping everyone safe. PG&E's Code of Conduct specifies that employees are expected to be mentally and physically fit for work, to report fit for duty and remain fit while on duty. Total fitness includes physical and psychological readiness so that each employee can safely and consistently perform the essential duties of the job.

Why it matters to you

The purpose of a fitness for duty evaluation is to determine, based on workplace observations, if there is a physical, psychological, or cognitive condition which may be impairing an employee's ability to safely perform the essential functions of their job with or without an accommodation.

Your role in managing Fitness for Duty

- Be able to identify potential FFD situations (i.e., observed physical, psychological, cognitive concerns or a reasonable suspicion of alcohol or drug use) that may negatively impact safety and work performance.
- Recognize that FFD is not a substitute for performance, behavior or conduct management, nor is it used to determine if an employee is qualified or skilled to perform work (i.e., pre employment physical assessment).
- Get to know your employees, including speaking with prior leaders and by reviewing personnel files, when receiving new employees into your work group.
- Interact closely with employees to better understand barriers that may prevent them from safely performing their essential job functions, and to recognize when there is a change in behavior.
- Understand that a FFD referral is NOT a punitive action.
- Remind employees that the Employee Assistance Program and the Peer Volunteer Program are available to provide confidential counseling, support, referrals, and more.
- Encourage all employees to speak up about safety concerns.

Immediate actions to take

- If you have observed concerns that an employee is not mentally or physically fit for duty, including Non-DOT Reasonable Suspicion concerns, contact the FFD Program Manager (FFD PM) for a consultation.
- Be prepared to act immediately if safety concerns are observed (i.e., stop job, restrict driving), then contact your Labor Relations Specialist (LRS) for union-represented employees, your Human Resources Business Partner (HRBP) for non-union employees, and FFD PM.
- For performance, behavior, or conduct concerns, or if an employee is not qualified or skilled to perform work, contact your LRS or HRBP for assistance.

- Complete the “[Reasonable Suspicion & Fitness for Duty Behavioral Observation Checklist](#)” (DOT and Non-DOT) and provide a detailed account of observations that led to the FFD consultation. All leaders who “observed” FFD concerns are to complete an individual checklist.
- For Reasonable Suspicion concerns during normal business hours (8am-4pm, Monday-Friday), contact Jennifer Jordan for **Non-DOT** employees. Reasonable Suspicion concerns **MUST** be addressed immediately the day they are observed.
- For Reasonable Suspicion concerns for **DOT** covered employees (CDLA or Gas) contact the DER. A Reasonable Suspicion test determination must be made by a TECH-0049WBT trained supervisor/company official for a FMCSA (CDLA). Two trained supervisors/company officials are needed for a PHMSA (Gas) covered employee.
- For DOT and Non-DOT after hours FFD or Reasonable Suspicion assistance, contact WorkCare at **1-888-449-7787 #3** (4pm-8am, weekends and holidays). State “I am a PG&E supervisor and I am requesting assistance for a Reasonable Suspicion drug and alcohol screening (specify DOT or Non-DOT) and/or FFD assistance.”
- If there is a threat to self or others, contact Corporate Security at **1-800-691-0410**. If threat is imminent, call 911.

Who do I contact with questions?

Jennifer Jordan RN, FFD Program Manager
510-684-5625 cell

Email: Jennifer.Jordan2@pge.com or FitForDuty@pge.com

DOT & Regulatory Compliance:

Jennifer Rodriguez, DER
925-558-5601 cell

Email: Jennifer.Rodriguez@pge.com

Kathy Ocegueda, DER
415-412-1921 cell

Email: Kathy.Ocegueda@pge.com

[HR Help Line](#) provides direct access to HR support for employees and leaders. HR Professionals are available by phone or online.

Leaders of Represented Employees:

Call 415-973-4257 option 4, then 2 to reach Labor Relations

Additional Information:

For additional information regarding FFD, click [here](#).

FFD training for leaders is available upon request. For more information, contact the FFD PM, or search CORP-9134WBT in My Learning to take the FFD Web Based Training.

For additional information regarding DOT & Regulatory Compliance, click [here](#).