

Fitness for Duty Concerns Reporting Form (Reporter or Self)

This form is for any employee, student, or community member to report fitness for duty concerns under the University's Fitness for Duty policy.

An employee, student, or community member who observes behavior or learns information that suggests an employee is not fit for duty should report such behavior to that employee's supervisor/manager.

If an employee is concerned that their own supervisor/manager is not fit for duty, the employee should report such behavior to the next level of supervisor or directly to [Employee and Management Relations \(E&MR\)](#) or Americans with Disabilities Act (ADA) Coordinator (the ADA Coordinator).

If an employee believes they are not fit for duty, they should discuss their concerns with their supervisor/manager or may request to meet with the ADA Coordinator and/or a Benefits and Leave Consultant to discuss options for accommodations and/or leave.

Please answer all applicable questions on the form to the best of your ability. Attach additional pages and/or relevant documentation, as necessary. Once completed, submit the form to the employee's supervisor. If you do not know who the employee's supervisor is, you may submit it to your own supervisor or to E&MR (emr@unc.edu) or the ADA Coordinator (eoc@unc.edu).

Reported Individual
(name & job title)

Department of Reported Individual

Reported Individual's Supervisor/Manager
(name, job title & phone number)

Reporting Individual
(name, job title & phone number)

Reporting Individual's Supervisor/Manager
(name, job title & phone number)

There is objective information to support a reasonable belief that the individual in question may have a medical condition that (*select applicable*):

- ☐ Has or will impair the performance of essential job functions;
- ☐ Will pose a direct threat; or
- ☐ Both

Objective supporting information

Date and time

Summary of event/supporting information

Actual or potential effects in the workplace (*if applicable*)

Number of pages of additional supporting documentation attached

Additional Observations

Witnesses (names/positions)

Filing deliberately false or misleading information with the intention to harass, or otherwise abusing of the Fitness for Duty reporting process will be considered unacceptable conduct and may be subject to disciplinary action, up to and including dismissal in accordance with applicable employee disciplinary policies.

Reporter Signature

Date

The University will comply with all relevant federal and state laws related to the privacy of employee records.