



**Return-to-Service Process Review
for
Arbitration Board Award, Military Leave, Furlough/Recall, and/or Managerial Leniency**

TO: Exempt BNSF Supervisors, Directors of Administration, and Labor Relations

The determination of Fitness for Duty is the responsibility of the Medical and Environmental Health Department (MEH). The following memo is offered as a review of the return-to-service fitness for duty evaluation process for employees returning to work after an arbitration/board award, a military leave, a recall from furlough, or a managerial leniency. (Please note: There are separate processes for on-the-job injuries, 1.5 violations, and MLOA for off-duty medical conditions.)

The return-to-service process for Arbitration Board Award, Military Leave, Furlough/Recall, and/or Managerial Leniency is basically the same. The only variables are the circumstances under which the employee returns-to-service and which BNSF officer notifies the MEH to get the process started.

Here are a few guidelines to assist you with an employee's return-to-service.

1) Initiating the Process

If the employee returns from...

- A **Board Award - Labor Relations** forwards an instruction memo to MEH and *provides a copy of the Board Award*.
- A **Military Leave - Supervisor** contacts **MEH Specialist** in writing (email), *provides employee name, employee identification number, last work date, and employee's phone number*. Medical department will contact the employee and request copies of all release from active duty forms including DD-214.
- A **Furlough/Recall - Supervisor** contacts **MEH Specialist** and *provides a copy of Recall Letter & last work date*.
- A **Managerial Leniency - Supervisor** contacts **MEH Specialist** and provides a *copy of Managerial Leniency Letter and last work date*.

2) Facilitating the Process

Once MEH is notified of an Employee's Return-to-Service...

- **MEH forwards a medical history questionnaire to the employee for completion if indicated by the length of absence.** *The questionnaire is used by MEH to determine if any new health events have occurred during the absence.*

Next...

- **MEH reviews any existing medical information and the employee's completed medical questionnaire.** *If potentially significant changes in the employee's health (since last date of active employment) are noted, MEH may request that the employee provide appropriate clinical documentation of his/her health status.*
 - **If the absence is less than six months, a return-to-service urine drug screen* may be scheduled by MEH if current medical documentation (after review by MEH physician or nurse) reveals a need for such a screen.** *(*BNSF Authority)*
 - **If the absence is greater than six months, a return-to-service urine drug screen* will be scheduled by MEH or, in rare circumstances, by the supervisor.** *(*BNSF Authority)*
 - **If the absence is greater than one year (12 months), MEH schedules a return to service physical exam.** *However, a return-to-service physical examination may be scheduled regardless of the length of absence if current medical documentation (after review by MEH physician or nurse) reveals a need for such an examination.*

The employee should not be allowed to return to service until the results of the Fitness-for-Duty Review and Urine Drug Screen are known. Exception: Returning military personnel, because they are subjected to drug testing while on active duty, will not be withheld pending the drug screen result.

3) Communicating the Results

When all of the components of the return-to-service fitness-for-duty evaluation are obtained and reviewed, MEH issues a Fitness for Duty Recommendation (FDR) Form to the supervisor (with cc to all other appropriate parties) noting the employee's status.

Should you have any questions regarding MEH processing a return-to-service fitness-for-duty evaluation, please contact the MEH Generalist for your Division **Colorado, Powder River & Northwest:** Gail Dittenber (8-352-1644); **Nebraska, Southwest, Texas & Twin Cities:** Joy George (8-352-1643); **Gulf, Kansas, Montana and Springfield:** C. Renee Kimbriel (8-352-1646); **California & Chicago:** Jason Talley (8-352-1634).