



**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).