



SECTION: Health, Safety & Security		POLICY #: 512
TITLE: Physical Examinations		PROCEDURE #:
		ORDER #: 96-32
DEPT: Risk Management		DIVISION:
ADOPTED: 2/96	REVIEWED:	REVISED:

1.0 Purpose

This policy and procedure sets forth a consistent, county-wide process for conducting physical examinations, either as a condition of appointment to specified job classifications, or to determine fitness for duty or reasonable accommodation following injury or illness. **This policy does not apply to work-related injuries or illnesses, which are covered by the Injured Worker Policy (see page D-9).**

2.0 General Policy

In order to ensure that physical examinations are conducted legally and consistently by all county departments, a single contractor will be identified to provide this service. The Risk Management and Human Resources Departments will act as resource to departments regarding the identification of the provider currently under contract to provide this service. The Risk Management and Human Resources Departments will also act as resource to departments regarding procedural questions.

3.0 Policy guidelines/Procedures

3.1 PREAPPOINTMENT PHYSICAL EXAMINATIONS

- a. Before these procedures are followed, all other testing, interviewing, and screening exercises, developed in order to identify the most qualified candidate for a particular vacancy, must have been completed.
- b. Upon identification of the most qualified candidate, the hiring supervisor will issue a conditional job offer, i.e., a job offer conditioned upon the candidate passing a physical examination to determine ability to perform the physical requirements of the job.

- c. The applicant will be advised to contact a clinic under contract to the provider, to schedule a physical examination within a specified period of time.
- d. Upon completion of the physical examination, the clinic will forward results to the contractor, who will then issue a medical evaluation report to the hiring supervisor, advising on the results of the physical examination and whether the candidate is physically capable of performing the requirements of the job.
- e. The hiring supervisor will advise the candidate on the results of the physical examination. The results will be that the candidate was determined to be one of the following: medically qualified, conditionally qualified, medically unqualified, or conditionally unqualified. Candidates must contact the provider directly to discuss any details regarding the results of their physical exam.
 - 1) If the candidate has been determined medically qualified, a final and formal job offer will be extended to that candidate.
 - 2) If the candidate has been determined conditionally qualified, s/he will be advised of the conditions which must be maintained in order to retain qualified status. A final and formal job offer will be extended to that candidate conditioned upon continuing qualification.
 - 3) If the candidate has been determined medically unqualified, the candidate will be so notified. Possible accommodations will be discussed by the applicant and hiring supervisor. If no accommodation can be identified which would enable the applicant to perform the job, s/he will be disqualified from further consideration for the vacancy.
 - 4) If the candidate has been determined conditionally unqualified, s/he will be advised of the conditions required to qualify, and notified of a specified time period during which to meet those conditions. If the conditions are met, a final and formal job offer will be extended to that candidate.

3.2 PHYSICAL EXAMINATIONS TO DETERMINE FITNESS FOR DUTY

- a. Should an employee sustain an injury or experience a period of serious illness which may affect his/her physical ability to perform the essential functions of his/her job, the employee's department management may

require the employee to be physically examined to determine fitness for duty.

- b. The employee will be advised to contact a clinic under contract to the provider, to schedule a physical examination within a specified period of time.
- c. Upon completion of the physical examination, the clinic will forward results to the contractor, who will then issue a medical evaluation report to the employee's supervisor, advising on the results of the physical

examination and whether the employee is physically capable of performing the requirements of the job.

- d. The physical examination (see 3.1, e, 1-4) will determine whether the employee is physically able to return to, and perform the duties of his/her job, with or without accommodation. Based upon the results of the physical examination, provisions of the Americans with Disabilities Act will be followed if found to be applicable.

3.3 **RECORD MAINTENANCE AND RETENTION**

All medical evaluation reports and correspondence regarding applicants' and employees' physical examinations will be maintained by the hiring department in a separate, confidential medical file. When the employment relationship is terminated, the employee's medical file will be forwarded to the Risk Management Department, where it will be maintained for the period of time specified by law. No reports, or copies of reports, which contain the results of the pre-appointment physical examination will be maintained in the employee's personnel file. The contracted provider will maintain the detailed physical examination record.

Adopted: 2/96