

<b>City of Wasco</b>	<b>Human Resources Policies and Procedures</b>		
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### I. Purpose

To maintain a healthy and productive work environment, the City of Wasco requires Pre-placement, Periodic, Fit-For-Duty medical exams for positions that have physical qualification standards because the work is hazardous, physically demanding or mandated by State or Federal regulations. The primary purpose of a medical evaluation program is to identify medical conditions and any related physical limitations of prospective candidates or current employees in order to assure their placement in work, which they can perform safely.

### II. Scope

Pre-selection and placement medical examinations shall be administered for all job classes. Human Resources shall determine which job classes are included in the pre-placement, periodic, fit-for-duty medical examination program and shall recommend an appropriate medical examination through an official job analysis.

### III. Policy

The purpose of pre-placement, periodic, fit-for-duty exams is to determine medical status of the employee at the time of placement to ensure that they do not have any physical or mental conditions that might preclude them from safely performing the job that they have been hired to do. Exams should also be performed on individuals that are transferring to hazardous, DOT mandated or physically demanding positions within the organization that are significantly different from the position that they are vacating. These exams allow a City contracted physician to establish a baseline by which subsequent exams can be compared to in changes in health occur over time. Baseline exams are important because a prospective employee may already have a pre-existing condition, for example hearing loss, which has developed prior to their hire, which the City should not be held accountable for in terms of workers compensation. It is also important for these conditions to be identified so that the City can insure that the employee is well protected so that their condition does not worsen due to further occupational exposure. The nature of these exams will depend on the job specifications and the specific nature of the job to be performed. A completed job hazard analysis will help ensure that appropriate medical exams are conducted.

Medical Determinations and Recommendations: A medical examination alone cannot determine an individual's ability to perform the essential duties of a particular position. The responsibility for making this determination rests with the City Manager and Human Resources. Employment-related decisions involving health are fundamentally managerial, not medical. However, medical information may be an essential element in determining an individual's suitability for job tasks. Management has the obligation to consider issues that are not strictly medical (e.g., reasonable accommodation or assessment of undue hardship on the

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operation of the City's operations). The role of occupational medical personnel in addressing employment decisions is limited to determining whether the individual meets the medical requirements of the position and can, from a medical standpoint, perform the job capably and safely.

To assist managers in making employment and placement decisions, medical determinations should fall in one of the following three categories.

(A) Qualified - The individual meets the medical requirements of the position and is (from a medical standpoint) capable of performing the required tasks. Allowing the individual to perform the job will not pose a significant risk to personal health and safety or the health and safety of others.

(b) Qualified with Restriction -The individual meets the medical requirements of the position and is capable of performing the job without risk to personal health or others only with some accommodation or restriction. (When this determination is made, the practitioner should provide a list of recommended accommodations or restrictions and the expected duration of this requirement and therapeutic or risk-avoiding benefit.)

(c) Not Qualified - The individual is incapable of performing essential tasks, will be unsafe, or fails to meet medical requirements for the job.

Medical examinations may be required of all qualified job applicants after an offer of employment has been made. Current employees also may be required to take medical examinations to determine fitness for duty. A qualified health professional retained and contracted by the City of Wasco performs all medical examinations. Any offer of employment and/or subsequent assignment of duties are contingent upon satisfactory completion of the medical examination.

All medical examinations conducted at the request of the City of Wasco will be scheduled and performed at City expense and only at a city designated medical facility. Information on an applicant or employee's medical condition or history will be kept in a separate file from other personnel information, and maintained confidentially. While examination results remain the property of the City of Wasco, any employee or applicant may review their medical examination records during regular business hours by contacting the Human Resources Department to schedule such a review.

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#### IV. Procedure

Responsibility

Action

Hiring Department

1. Selects final candidate and makes offer of employment contingent upon passing the pre-employment medical examination.
2. Completes Personnel Action Form and forwards to the Human Resources Department with the candidate's original application form.

Human Resources

1. Schedules a pre-employment medical evaluation with the medical provider
2. Notifies candidate of medical appointment, time, location, and any special requirements (i.e. fasting prior to lab testing)
3. Instructs candidate to bring picture ID to the exam (required for drug testing)
4. On receipt of the written report from the health professional, the data is filed for future reference in a separate, confidential file.
5. Reviews and makes final recommendation to City Manager of any appeal regarding the medical exam.

Medical Provider

1. Maintains a record of all examinations scheduled and related results
2. Conducts the medical examination and gathers appropriate medical history information.
3. Determines the final medical qualification recommendation
4. Forwards all examination documentation, via fax or hard copy to Human Resources no later than two working days after the date of the examination

Candidate

1. May submit in writing within ten days of receipt of the medical condition disqualification to the Human Resources Manager
2. Must submit additional information regarding his/her medical condition, including report by an independent medical examiner

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- within thirty days of submitting appeal notification
3. Assumes financial responsibility for all expenses for medical information or exams related to the appeal

v. Reference and Other Information

All medical examinations are conducted in accordance with applicable local, state and federal laws or regulations.