

**Policy:**

It is the policy of the County that applicants in certain job categories to whom a conditional offer of employment has been extended may be required to submit to medical tests or examinations. In addition, current employees, to the extent permitted by applicable federal or state law, may also be required to submit to medical test or evaluations.

**302:1 GENERAL PROVISIONS**

1. Successful candidates for employment in certain job categories may be required as a condition of employment to pass a medical examination to establish both their fitness to perform the jobs for which they have applied and their fitness to do so without endangering the health and safety of themselves or others.
2. Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity or as required by applicable federal, state or local law. Such occasions may arise when there is the potential for exposure to toxic or unhealthful situations, when the employee conditionally has been offered a transfer or promotion, or when there is a question concerning the employee's ability to perform his or her duties.
3. Medical examinations required by the County will be paid for by the County and performed by a physician or licensed medical facility designated or approved by Employee Health Services (EHS). Such examinations paid for by the County are the property of the County and are to be treated as confidential and held in separate medical files. Records of specific examinations, as required by law or regulation or required by appropriate business practice, will be made available to the employee, persons designated and authorized by the employee, or other agencies or persons as allowed by law.
4. Employees who need to use prescribed drugs while at work, and where such use may impair their ability to perform their job safely and effectively, must report this requirement to Employee Health Services. Depending on the circumstances, employees may be reassigned, restricted from performing certain tasks, or even prevented from working if they are judged not able to perform their jobs safely and properly while taking prescribed drugs, with or without a reasonable accommodation.
5. Employees who are injured on the job, should seek immediate medical treatment, and if the injury is serious and/or life-threatening in nature, must be taken to the nearest hospital emergency room or urgent care facility for treatment. The employee is responsible for notifying his/her supervisor and Employee Health Services of the injury.
6. The County reserves the right to require any employee who is returning to work from an absence due to an injury or illness to report to Employee Health Services and provide a health care provider's certification of the employee's ability to return to work before the employee is released to duty.