

I. PURPOSE

To ensure that all employees are able to satisfactorily and safely perform their duties.

II. POLICY

An applicant receiving a job offer for a position will be directed to a special medical examiner to determine that the applicant is in a physical condition which will enable the applicant to satisfactorily perform the essential functions of the position. Should the applicant not pass the physical examination and reasonable accommodation, if appropriate, not be possible, the job offer will be revoked. Extra help employees will not be required to take a physical, unless required by the hiring authority due to the nature of the work.

III. PROCEDURE

- A. The applicant will sign and submit a written authorization form to the Personnel Department. The authorization form will specify the nature of the information to be released and the purpose for which the information will be used. The authorization form will also specify an expiration date.
 - B. The applicant can request a copy of the form.
 - C. The Personnel Department will keep the completed authorization form. Access to the information is limited to the applicant and authorized persons.
 - D. The Personnel Manager may allow an applicant to be appointed prior to a physical examination in the event it is impractical for the Agency to provide the examination prior to appointment and provided the examination is completed by the end of a thirty day period following the appointment. The appointment will be revoked if the applicant does not pass the physical.
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