

Title: Medical Examinations
Policy Number: 115
Effective Date: July 1, 2008
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever a Department Head determines that these are necessary to ensure that the newly hired or current employee can physically perform the essential functions of the position in a safe and efficient manner.

Comments:

- (1) Successful applicants for new employment shall be required as a condition of employment to successfully pass a pre-employment physical. The purpose of this medical examination is to establish the applicant's fitness to perform the essential functions of the job for which they have applied without endangering the health and safety of themselves or others. All applicants for the job to whom a conditional offer of employment has been made shall be examined. The examination shall include a drug screen and may, if appropriate, include a back screen and psychological evaluation. Employee's required to have and maintain a commercial driver's license (CDL) during the course of their employment shall be required to successfully pass a DOT physical upon hire and every two (2) years thereafter as a condition of continued employment. All pre-employment physicals shall be conducted by the County's occupational healthcare provider(s).
- (2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required under the following circumstances:
 - (a) when an employee is exposed to toxic or unhealthful conditions;
 - (b) when an employee requests an accommodation for a disability;
 - (c) when the employee is injured on the job;
 - (d) when the employee is returning from medical leave;
 - (e) when an employee is promoted or transferred and there is a question about the employee's ability to perform in the new position;
 - (f) when a Department Head or supervisor observes behavior that is affecting an employee's job performance;
 - (g) when the employee has witnessed or was a party to a critical/stressful incident.

- (3) The County will pay for medical examinations it requires and will designate an approved physician or licensed medical facility to perform the examination. Records of medical examinations paid for by the County are the property of the County, will be treated as confidential, and will be kept in a separate medical file for the employee located in the Auditor's Office.
- (4) The County reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. The County also may require a second and, if necessary, a third medical opinion regarding an employee's absence because of illness or injury. The County will pay for any additional opinions it requires.
- (5) Employees returning from a medical/disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform the essential functions of their job satisfactorily without endangering themselves or their fellow employees.
- (6) Employees who need to use prescription or over-the-counter medication while at work must report this requirement to their Department Head or supervisor if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or over-the-counter medication.
- (7) The County may require drug testing for employees to determine the presence of drugs, narcotics, or alcohol under the following conditions:
 - (a) pre-employment;
 - (b) if there is a reasonable suspicion that the employee is under the influence during working hours;
 - (c) post accident
- (8) Employees operating safety sensitive equipment or commercial vehicles are required by the Department of Transportation (DOT) to be drug tested on a random basis. Please refer to your department's DOT Drug Testing Policy for rules and regulations.
- (9) Employees who suffer any work-connected injury or illness, no matter how minor, must report the situation immediately to their Department Head or supervisor. The time an employee spends waiting for and receiving medical attention as a result of a work-connected injury will be considered hours worked for pay purposes. See "Worker's Compensation" policy for additional information regarding work related illness or injuries.