

Title:	Medical Evaluations	
Purpose:	To identify the type and frequency of medical evaluations and to establish procedures for selectees and employees who cannot safely perform the essential functions of their positions.	
Issued by:	Health Services	Date: February 15, 2005
References:	Civil Service Rules Chapter 9	

The City's designated physician is responsible for evaluating the medical fitness of employees/selectees and their ability to safely perform the essential functions of their positions. The Director of Human Resources (Director) or appointing authority shall determine the appropriate employment action based on the results of the medical evaluation as provided in the Civil Service Rules. Upon request of any selectee or employee, the Director may authorize an examination by the person's own physician at the person's own expense. However, the City's designated physician shall make the final evaluation of the employee's medical fitness for duty.

I. TYPES OF MEDICAL EVALUATIONS

A. Pre-employment medical evaluations

Pre-employment medical evaluations are conducted to determine if an applicant for an initial appointment is able to satisfactorily perform the essential functions of the position for which the applicant was selected. The Director shall determine whether a pre-employment medical evaluation is required. However, all applicants will undergo drug screening prior to starting employment.

B. Periodic medical evaluations

Periodic medical evaluations shall be required for all employees holding positions in classes for which such medical evaluations are required by law or for which the Director or the appointing authority determines an evaluation is necessary based on the nature of the work performed or other interests of the City.

C. Fitness for duty and return to work medical evaluations

The appointing authority may require a medical evaluation whenever it is necessary to determine the employee's ability to safely perform the essential functions of the employee's present position. Refer to specific policies relating to Fitness for Duty Medical Evaluations (Chapter II-2) and Return to Work Medical Evaluations (Chapter II-3).

D. Medical evaluations after promotion transfer or change of position

If an employee is selected for promotion, transfer or other change to a position in a class for which the Director has determined that a medical evaluation is required, the employee shall be medically evaluated prior to appointment to the new position.

II. FREQUENCY OF MEDICAL EVALUATIONS

An evaluation shall be administered to employees or selectees as listed in the table below. The list may be amended as required.

TYPE OF EVALUATION	FREQUENCY
Pre-employment	After conditional offer is made for a position but prior to starting work
Periodic	Annual or bi-annual, depending on class
Fitness for Duty	As requested by appointing authoring
Return to Work	As required by department policy
Pulmonary Function Testing (PFT)	Every one, two or three years, depending on the age of the employee
Hearing Conservation	Annually
Department of Transportation (DOT)	Every two years
Crane and Hoist	Annually
Hearing and vision tests for School Traffic Monitors	Annually

III. EMPLOYEES OR SELECTEES WHO CANNOT SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION

- A. If the City’s designated physician or examiner determines the person cannot safely perform the essential functions of the position, written notification shall be sent to the Director (for initial employment) or the appointment authority (for current employees) identifying the essential function(s) and/or job requirement(s) the person cannot perform. The notification shall also indicate, if known, whether the limitation(s) is permanent or temporary, and if temporary, the estimate duration. The City’s designated physician or examiner may include recommended accommodations for consideration by the appointing authority that would allow the employee to work, either temporarily or permanently, in a modified position.
- B. In determining if a person is qualified for employment, the Director or appointing authority shall review medical as well as other pertinent information from the City’s designated physician or examiner, the applicant or employee, and any other appropriate source regarding the person’s ability to perform the essential functions of the position. The review and evaluation of information shall include, when applicable, discussion with the employee regarding possible reasonable accommodations that would permit the employee or applicant to perform the essential functions of the position. The appointing authority is encouraged to seek assistance from the Department of Human Resources to assure all applicable steps are followed.

IV. Notification of action

A. Initial employment

If it is determined that a selectee cannot safely perform the essential functions of the position, the Director shall notify the selectee in writing, providing the reason(s) the applicant is denied further employment consideration for the position.

B. Continued employment

If it is determined that an employee cannot safely perform the essential functions of the position, and the department is unable to provide reasonable accommodations, where applicable, or other suitable employment for the employee:

1. The appointing authority shall notify the Director in writing prior to taking any action. The notification shall outline the proposed action of the appointing authority regarding the employee's continued employment, and provide justification for the action proposed.
2. Upon concurrence by the Director and in accordance with the Civil Service Rules, the appointing authority shall notify the employee in writing of the reason(s) for the disqualification and the action being taken. Options available for the department may include, but are not limited to:
 - a) Placement of the employee into another position within the City compatible with the employee's ability.
 - b) Termination of the employee if not other acceptable position is available.