



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

11/1/99

SECTION 310	SUBJECT EMPLOYMENT MEDICAL EVALUATIONS
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I. COVERAGE

Post-offer, pre-employment medical clearance is required for City positions involving heavy lifting, operating moving equipment, climbing, running, or other strenuous activities such as those required in construction, maintenance, law enforcement, or protective service positions. Employees who, as a result of a transfer or promotion, will perform a more physically demanding job and employees with a disability who are considered for placement in another position as an accommodation may be required to obtain medical clearance prior to placement. Other positions may require medical clearance as deemed necessary by the Personnel Department in consultation with the City's medical officer.

II. RESPONSIBILITY FOR MEDICAL EXPENSE

All medical evaluations are provided at the City's expense after an offer of employment has been accepted. If, as a condition of employment, the City's medical officer refers the individual to other medical providers for treatment of a medical condition, the cost of such treatment will be the responsibility of the individual concerned.

III. ARRANGEMENTS

Prospective employees covered by this policy must complete the medical evaluation and be cleared for employment by the City's medical officer prior to beginning work. The medical evaluation may be coordinated through out-of-town physicians at the City's expense when necessary. The Personnel Department is responsible for coordinating the medical evaluation appointments and discussing the requirement for the evaluation when the job offer is extended. The medical officer will contact the Personnel Department in the event that a problem should arise during the medical evaluation.

IV. ASSESSMENT OF MEDICAL ABILITY

The City's medical officer will assess the applicant/employee's medical ability to perform the essential functions of the job. If the medical officer determines that the applicant/employee cannot perform any of the essential job functions, the Personnel Department and other departments involved will assess whether reasonable accommodation can be made. If it is determined by the Personnel Department and other departments involved that a reasonable accommodation cannot be made, then the job offer will be rescinded. A copy of all information pertaining to the medical evaluation will be retained in a separate medical records file located in the Personnel Department.

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AMENDS/SUPERSEDES SECTION 308, DATED 2/1/90	REFERENCES	APPROVAL
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