

APPENDIX G  
MEDICAL EXAMINATION

**PURPOSE:** This appendix sets forth the procedure for medical examinations for employees administered by the Employee Medical Examiner (EME). The medical examination program ensures that each employee is physically able to perform his/her position with the least possible risk to the health or safety to self or others. As a preventive program, it is designed to assess current health status and functional capabilities and provide the employer with a written recommendation on whether the employee is fit for duty.

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**I. MEDICAL STANDARDS AND GUIDELINES FOR MEDICAL EXAMINATIONS**

**(a) Policy on medical standards and guidelines.**

(1) Medical standards and guidelines for medical examinations must be:

- (A) job-related and used to determine if the employee can perform the job with or without accommodation; and
- (B) applied uniformly and consistently to all employees who are employed in the same job class or occupational class.

(2) When performing medical examinations or inquiries, the EME must conduct an individualized assessment of an individual's current health status and functional capabilities:

- (A) in relation to the functions, physical and psychological demands, working conditions, and workplace hazards of a particular occupation or position; and
- (B) under appropriate occupational health guidelines and practices.

(3) The EME may refer an employee to another health care provider for an independent medical evaluation as necessary. The employer shall reimburse the employee for any co-pay and other costs of the independent medical evaluation, including pay for the actual time spent at the appointment at the regular or overtime rate (for a minimum of two hours), whichever is applicable.

(4) The EME must not conduct medical examinations to determine if an applicant or employee has a disability or the nature or severity of the disability unless the examination or inquiry is job-related and consistent with business necessity.

(5) The EME must:

- (A) maintain records of medical equipment maintenance and calibration in accordance with manufacturer's recommendations;
- (B) comply with regulatory medical testing requirements;
- (C) educate Occupational Medical Services (OMS) staff in proper examination and testing procedures; and
- (D) use certified laboratories for applicant and employee testing.

(b) Standards and guidelines. The EME must comply with all applicable federal and state statutes and regulations and this collective bargaining agreement.

(c) Consultant's guidelines. Subject to sufficient prior notice of any changes and the opportunity to bargain if applicable, the EME may rely on guidelines recommended by professional occupational and environmental health consultants under contract with the County who assist in the development of medical standards for County occupations.

## II. MEDICAL EXAM PROTOCOLS

### (b) Medical exam protocols

#### (1) How medical exam protocols are established.

(A) The EME must establish a medical exam protocol for each County occupational class. The EME may include a medical history review, a physical evaluation, medical or physical tests, and consultations in a medical exam protocol.

(B) The EME may require additional medical evaluations not included in the assigned medical exam protocol or may apply a different medical exam protocol, as appropriate:

(i) if one or more of the duties of a particular position or the conditions under which the duties are performed present risks or hazards not present in the duties assigned to other positions in the occupational class; or

(ii) if necessary to determine the employee's ability to perform the job with or without accommodation.

(C) For vision and hearing tests that are part of a medical exam protocol, the EME must use guidelines that are relevant to ~~essential~~ job duties, working conditions, and work hazards that are based on:

(i) a validated job analysis and the consensus opinion of medical experts;

(ii) applicable Federal and State regulations; or

(iii) standards or recommendations of national or state professional medical associations.

#### (2) Types of medical exam protocols.

(A) Core Exam. This protocol includes a medical history review, vision and hearing tests if the employee's position requires driving. Depending on the risks associated with the employee's job, other tests may be required. A hepatitis B and flu vaccination will be offered per Article 32. This protocol also includes a physical examination by a physician, EKG, additional blood tests, and may include additional tests for the following communicable diseases: tuberculosis, titers for hepatitis B, hepatitis C, measles, mumps, rubella (MMR), and varicella (chicken pox). A rabies vaccination

may be offered depending on the risks associated with the job. This protocol is for employees for positions in occupational classes that involve:

- (i) moderate or heavy physical demands;
- (ii) significant exposure to potentially aggressive or combative people;
- (iii) emergency communications; or
- (iv) frequent shift rotation.

(B) Core I Exam. The elements of the Core I Exam may include the elements of the Core Exam and an exercise treadmill test, a test to determine blood type, and a respiratory function test. A Core I Exam is required for ~~public safety~~ classes that require formal medical monitoring under OSHA regulations or periodic health assessments to insure continued fitness for duty in occupations that involve high risks or occupations that require confined space entry and use of self-contained breathing apparatuses. The current procedure related to self-contained breathing apparatus shall remain in effect.

### III. Periodic Medical Exams

- A. Employees must participate in periodic health assessments conducted by the Employee Medical Examiner.
- B. Employees requiring a Core I examination will be given periodic examinations according to their age:
  - o Age 40 and older- not less than one (1) complete physical every year.
  - o Age 31-39- not less than one (1) physical every two (2) years.
  - o Age 30 and under- not less than one (1) complete physical every three (3) years.
- C. In those years employees are not scheduled to undergo physical examinations, annual hearing exams will be performed upon request by the employee.

### IV. NOTIFICATION OF EMPLOYEES

Occupational Medical Services will send to the Department a list of names of employees due for periodic physical examinations. The Department will schedule physical examinations with OMS and notify the employee of the scheduled appointment, at least three weeks in advance, even if the appointment will occur during the employee's published work schedule.

### V. RESCHEDULING

An employee unable to keep a scheduled examination appointment will contact his/her supervisor and the supervisor will contact OMS to request a new date. Except in emergency situations, the employee will make best efforts to notify the supervisor of anticipated inability to keep a scheduled appointment will be made at least 48 hours in advance of the appointment. If the new appointment occurs during the published work schedule, then no less than 48 hours notice will be provided. If the new appointment is rescheduled for a time outside the published work schedule, then, unless voluntarily waived by the officer, at least three weeks notice will be provided.

## VI. Missed Appointments

Appointments missed because of inexcusable circumstances may be reviewed by the Commanding Officer who may take appropriate action.

## VII. Periodic Medical Examination Scheduled during Off-Duty Hours

An employee scheduled for a periodic medical examination and/or a Physical Fitness Testing Program appointment during off-duty hours shall:

1. Submit an Overtime Pay-Compensatory Leave Request Form (MCP #44) requesting compensatory leave at the overtime rate and indicating that a medical examination took place while in an off-duty status.
2. Compensation shall be in the form of compensatory leave, a minimum of two (2) hours at the overtime rate. In the event an employee remains longer than two (2) hours for a medical examination, OMS will provide the employee with a written explanation. The explanation will be attached to the overtime request form supporting any additional Compensatory Leave requested in excess of two (2) hours.