

Pre-Placement Health Evaluation

Number: K-1

Revision:

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1.0 POLICY

All applicants who are conditionally selected for benefit- eligible positions or any safety-sensitive positions will be required to have a physical examination prior to employment. Employees who are promoted, transferred or demoted into safety-sensitive positions from non-safety-sensitive positions will be required to have a pre-placement physical prior to placement. All applicants who have been conditionally accepted and applied for a promotion, demotion, or transfer to a position with significantly higher physical demands than their current positions will be required to have a physical examination.

2.0 PURPOSE

The Town is committed to a safe working environment and the requirement for pre-placement physicals serves to assess potentially harmful health states, determine a prospective applicant's fitness for duty, and address any hazards to self, property or others as it relates to the position for which the applicant has applied. The practices are guided by the U.S. Equal Employment Opportunity Commission (EEOC), the Americans with Disabilities Act of 1990 (ADA), the Health and Insurance Portability and Accountability Act (HIPAA) of 1996, and other applicable laws. Town medical classifications are presented in this policy for the purpose of assigning an applicant to work within his capabilities and identify impairments and opportunities for reasonable accommodations in the job vacancy for which the applicant has applied.

3.0 SCOPE

This policy applies to all applicants who are conditionally selected for benefit-eligible positions or any safety-sensitive positions. This policy also applies to internal demotion, transfer and promotional applicants to safety-sensitive positions.

4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 **Other (not Benefit-Eligible) Employee** - An employee assigned to a position designated roster, seasonal temporary, or special project who is eligible for salary and mandated benefits only. See **Policy on Position Types**.
- 4.3 **Conditionally Selected Applicant** - An applicant for a Town vacant position who has been selected by the hiring official but whose selection is conditional pending medical clearance to fill the position.
- 4.4 **Approved Medical Provider (AMP)** - A physician, physician's assistant or other certified medical personnel qualified to perform physical examinations and make medical determinations of fitness for duty for Town positions.
- 4.5 **Medically Acceptable** - Classification given to an applicant who at the time of the health evaluation meets all the standards as outlined for the job for which he is applying.
- 4.6 **Medically Acceptable With the Following Restrictions** - Classification given to an applicant who has impairments that are apparently permanent and which will

preclude medical recommendation for employment in certain jobs based on the minimal functional requirements for the position. These restrictions may not wholly preclude the applicant from employment for the position for which he is applying if the restrictions can be accommodated. The AMP will indicate on the medical record the restrictions under which the applicant will be permitted to work. This will include follow-up orders from the AMP which are a requirement for continued employment.

- **4.7 Medical Decision Deferred** - Classification for an applicant for whom a straightforward decision cannot be made at the time of the medical evaluation without some additional information. The applicant may have one or more findings which do not meet the minimum medical and functional standards of the job for which he is applying. The AMP will call to the attention of the applicant the findings requiring additional evaluation or follow-up. After additional medical information is received or following new medical developments, the applicant may return for re-evaluation. Upon re-evaluation, the AMP will reassess the applicants' fitness-for-duty and determine a final classification. The Town of Carolina Beach assumes no financial responsibility for additional medical testing, medical specialist fees, or other charges related to the collection of the requested information.
- **4.8 Not Medically Cleared** - Classification given to the applicant who does not meet the minimal medical standards or minimal physical demands set forth for the essential duties for the job to which the applicant is applying in accordance with the Americans with Disabilities Act. No applicant will be hired who falls into this classification. When urgent or life-threatening health states are identified, or the applicant's condition poses a public health hazard, the AMP will notify the applicant and the appropriate emergency medical or public health services and encourage immediate evaluation by the applicant's primary care provider. Any further issues of employment suitability are the responsibility of the Town hiring official.
- **4.9 HIPAA (Health Insurance Portability and Accountability Act of 1996)** - A Federal law, enforced by the United States Department of Health and Human Services, that governs the privacy of protected health information as well as personal data.
- **4.10 Consent** - For the purposes of this policy consent will mean express written permission to share, collect, or otherwise have access to pertinent personal medical information for the purpose of performing a complete health evaluation.

5.0 ORGANIZATIONAL RULES

- **5.1** All applicants who are conditionally selected for benefit- eligible positions or any safety-sensitive positions will be given a pre-employment physical and must be medically cleared prior to placement in a position. The physical will include a drug test. The physical is given for future health reference as well as to ensure appropriate job placement.
- **5.2** Conditionally selected applicants for internal promotions, transfers or demotions to safety-sensitive positions from non-safety sensitive positions will be given a pre-placement physical and must be medically cleared prior to placement in the position. If the applicant's last AMP performed physical or Town sponsored physical was within the last 12 months, the medical evaluation may be modified at the AMP's discretion, based on the job requirements. The pre-placement physical will include a drug test. The physical is given for future health reference as well as to ensure appropriate job placement.
- **5.3** Conditionally selected applicants will be given pre-employment/pre-placement physicals that are position, gender and age appropriate.
- **5.4** The Town will consider persons who have impairments, either permanent or correctable, provided this would not interfere with the minimal physical demands set

forth for the essential duties for the job or with the safety and welfare of the applicant, fellow employees, or the public.

- 5.5 It will be the responsibility of the Human Resource Director in coordination with the AMP to classify the applicants using the approved standards, and make recommendations to the hiring official accordingly.
- 5.6 Based on the results of the health evaluation, the applicant's status will be determined by one of the following classifications:
 - A. Medically Acceptable
 - B. Medically Acceptable With the Following Restrictions
 - C. Medical Decision Deferred
 - D. Not Medically Cleared
- 5.7 Any former employee who seeks re-employment in a benefit-eligible or safety-sensitive position must meet the current medical standards for the position. If the separation from employment has been less than six months, the medical evaluation may be modified at the AMP's discretion, based on the job requirements. All conditionally selected applicants must submit to pre-employment drug testing.

6.0 PROCEDURES

- 6.1 When the hiring official has made a conditional offer of employment, he will inform the applicant of the purpose and general nature of the health evaluation as a routine step in the employment process, if applicable. The hiring official will then schedule the applicant for an examination with the town Approved Medical Provider.
- 6.2 All applicants who are conditionally selected for benefit-eligible positions, or any safety-sensitive positions, or for promotions, transfers or demotions to jobs with significantly higher physical demands than the current position will complete, at the time of the health assessment, the standard Pre-Employment/Pre-Placement Health Evaluation Form. The form must be completed truthfully; any omission or misrepresentation of information could be grounds for dismissal or refusal to hire. This form will be provided by and completed at the business establishment of the Approved Medical Provider.
- 6.3 The Approved Medical Provider will perform a health evaluation to include a medical history and physical examination. In some cases, supporting documentation related to the applicant's medical history may be required to certify prior diagnoses, treatments, surgeries, recovery, or cure. Appropriate written consent to obtain such information on behalf of the applicant will be secured. Any additional medical consultation essential to the proper evaluation will be the responsibility of the applicant as will any fees or costs associated with obtaining the clearance.
- 6.4 Based on the results of the health evaluation, the applicant's status will be determined by one of the following classifications:
 - A. Medically Acceptable
 - B. Medically Acceptable With the Following Restrictions
 - C. Medical Decision Deferred
 - D. Not Medically Cleared
- 6.5 If an applicant has a medical problem at the time of his examination that can be readily corrected, he will be instructed to procure further attention from a physician of his choice at his own expense if he desires employment. At such time when an applicant can produce documentation by a medical provider that the condition either no longer exists, is of no future significance, or has been corrected to the satisfaction of the Approved Medical Provider, he may then be re-evaluated and medically cleared for employment. Depending on the time involved, the hiring official may, at his discretion, temporarily hold the position until final clearance is obtained provided the condition does not preclude employment.

- 6.6 The Approved Medical Provider will inform the applicant of any condition found which is, by law, required to be reported to public health authorities. Where advice or treatment is indicated, the applicant will be advised to consult his primary care provider (PCP) and will be informed that the results of the evaluation can be made available to the PCP with the applicant's consent. Any additional medical consultation essential to the proper evaluation will be the responsibility of the applicant as will any fees or costs associated with obtaining the clearance.
- 6.7 Once the health assessment is completed, the Approved Medical Provider will enter on the health record, the results of the evaluation, the applicant's classification, and an interpretation of findings which will convey to the hiring official the medical recommendation for employment. The form will become a permanent part of the applicant's medical record, held separately from the employment record.
- 6.8 The hiring official will be notified by Human Resources of the applicant's classification as soon as the results of the examination and supporting documentation are complete.

7.0 APPENDIX, APPENDICES

- Pre-Placement Physical Exam Components