



CITY OF VISALIA PERSONNEL POLICY
Policy #111
Medical/Psychological Exams

I. PURPOSE

The purpose of the City's medical/psychological (fitness for duty) examination policy is to provide a process to determine if a prospective and/or current employee is physically and/or psychologically fit to perform the job functions for which he/she is being considered for employment or currently assigned.

II. POLICY

Medical/Psychological Examinations are required of prospective employees and current employees as follows:

A. Prospective Employees - Qualifying Fitness for Duty Examinations

1. After a conditional offer of employment has been extended to an applicant, the City may, in compliance with all applicable laws, require the applicant to submit to a fitness for duty examination prior to confirming appointment to City employment. Persons selected for appointment to any position as deemed appropriate by the Human Resources Division, will be required to take and pass a qualifying medical examination, drug screening and/or psychological examination as a condition of employment.
2. Fitness for duty examinations will be administered at City expense by physicians who are designated or approved by the City.
3. Appointment to City employment will not be final until the applicant successfully completes the required examination(s).

B. Current Employees – Fitness for Duty Examinations

1. If, in the opinion of the appointing authority, there is a need to determine whether an employee is able to perform the essential functions of his/her job, the employee may be required to submit to a fitness for duty examination when: a) the employee appears to be unable to perform or has difficulty performing one or more essential functions of his/her job; or b) for other good cause (i.e. excessive absenteeism, poor productivity, etc.).
2. A City selected health care provider will examine the employee at City expense. The City will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the employee's job. The health care provider will examine the employee and provide the City with non-confidential information regarding whether: a) the employee is fit to perform essential job functions; b) there are any reasonable accommodations that would enable the employee to perform essential job functions; and c) the employee's continued employment does or does not pose a threat to the health and safety of him/herself or others.



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3. In compliance with law, the City Manager may authorize the Human Resources Division to require such other special or periodic medical examinations as deemed necessary to assure the continuing health, safety, and competent performance of City employees and meet the legal requirements of the position held.
4. The Human Resources Division shall require a current employee moving from a position in one medical/psychological standards group to a position in a different or higher medical/psychological standards group to take and pass a designated examination for the different or higher level position to assure the employee meets the physical and/or psychological requirements of the new assignment.

C. Medical Standards

1. Medical standards will be established for each classification in the City service. Standards will be job related and consistent with business necessity.
2. The Human Resources Division, with appropriate medical consultation, maintains and updates the specific medical standards established for each of the medical standards groups and changes the assignment of positions to the groups as the needs of City employment require.
3. When a prospective or current employee does not satisfy the medical/psychological standards for the position in question because of a disability, as defined by applicable state and/or federal law, the examining physician and the Human Resources Manager and/or Risk Manager will, together with the prospective or current employee, identify reasonable accommodations, if any, which would allow the applicant or employee to perform the essential functions of the job without presenting a health or safety risk to themselves or others. The appointing authority, in conjunction with the Human Resources Manager and/or Risk Manager, will evaluate on a case-by-case basis whether an accommodation can be made without creating undue hardship. The term “undue hardship” is defined as an action that would impose undue financial or administrative burdens or would require a fundamental alteration in the nature of City operations.

D. Disqualification

An applicant or employee who is determined to be unfit to perform the essential functions of the job, with or without reasonable accommodation, may be disqualified, retired or released from appointment or employment.

III. REVIEWS AND APPEALS

An applicant who is disqualified because of failure to meet the medical or psychological standards to perform the essential functions of the job with or without reasonable accommodation due to a qualifying disability, may appeal to the Human Resources Division in writing within ten (10) calendar days after notification of disqualification. The applicant may file, in support of the appeal, medical evaluation from his/her doctor, x-rays, photographs, or other exhibits or written statements at the applicant's own expense.



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The Human Resources Division will then review the entire matter, with appropriate medical consultation, and may obtain additional medical data or direct the applicant to be re-examined. Upon the completion of such review, the Human Resources Division, in consultation with the Risk Manager and appointing authority, will make a determination as to the fitness of the applicant for City employment and will so notify the individual. If the Human Resources Division determines the applicant meets the medical/psychological standards, that person may be appointed to employment providing the position remains vacant.

A current non-probationary employee who is determined to be unfit and is terminated has all rights of advance notice and appeal set forth in City Policy #116-Discipline.

Applicable Laws: Government Code Section 1031, FEHA, ADEA, ADA