

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: POST JOB OFFER PHYSICAL SCREENING & EXAMINATION	Date Issued: July 25, 1991
Section: EMPLOYMENT RELATED MEDICAL SCREENING/EXAMINATION	Date Revised: December 18, 1992, May 12, 2017
Number: VI.1	

PURPOSE:

To define the County's post job-offer physical screening/examination policies and procedures.

LEGAL BASIS:

Civil Service Rules, Section III. Classification
Civil Service Rules, Section IV. Standards and Qualifications for Employment
County Code Section 3.28.010 – Appointment Procedures
County Code Section 3.20.030 – Applicants – Basic Qualifications
Government Code Section 1031
Peace Officers Standards and Training (POST)
Americans with Disabilities Act
Government Code Section 12940 (Fair Employment and Housing Act)
Vocational Rehabilitation Act of 1973, Sections 501, 503 and 504
Labor Code Section 222.5
Labor Code Section 231

CROSS REFERENCE:

PAM Section V.5.A. - Processing Requirements - Regular Appointments
PAM Section VI.2 - DMV Medical Examinations

POLICY:

I. Requirements by Type of Position

Each candidate for a County of Santa Cruz position, with the exception of elected officials, must undergo post-offer, pre-employment medical screening or physical examination to ensure that they can perform the essential functions of the job without posing a direct threat to their own health and safety or the health and safety of others, with or without reasonable accommodations. The nature of the screening/examination depends upon the position. Positions with significant exertional requirements, exposures or risks to the health and safety of the employee or others require a pre-employment physical examination, while those that are primarily sedentary in nature usually do not.

A. Positions requiring a physical examination.

Candidates who receive a conditional offer of a position that requires a pre-employment physical examination must complete a Health Questionnaire (PER1025), undergo a physical examination by the Health Services Agency (HSA) or another designated medical examiner, and receive medical clearance prior to beginning the job.

B. Positions with no physical examination requirement.

Candidates who receive a conditional offer of a position that does not require a pre-employment physical examination must complete a Pre-Employment Health Questionnaire (PER1025B) on which they self-certify their ability to perform the essential functions of the position. This process is referred to as pre-employment screening.

C. In order for a current employee to be appointed to a position or assignment with different pre-employment examination requirements than their current position or assignment, they must be examined and cleared in accordance with the requirements of the new position or assignment.

D. An employee who separates and returns to work for the County in a different position, or in the same position more than six months after separating, must complete a new PER 1025 or 1025B, as appropriate for the position, and, if required for the position, must also complete a pre-employment physical examination and receive medical clearance before starting work.

E. Reasonable Accommodation Interactive Process.

The County Equal Employment Opportunity (EEO) Officer will engage interactively with any candidate who is not medically cleared due to a medical condition or disability, or who indicates during the screening or examination process that they may require accommodations, in an effort to determine whether reasonable accommodations are possible that will allow the person to perform the essential functions of the job without posing a direct threat to their own health or safety or to the health or safety of others.

II. Contingency of Job Offer

A. All offers of employment are contingent upon the candidate completing the required screening and/or examination and being cleared for employment.

B. No person may start work until Personnel has notified the operating department that the candidate has completed the required medical screening/examination and has been cleared for employment.

III. Administration of Post Job-Offer Physical Examination

- A. The Personnel Department will schedule any required post-job offer medical examinations, as well as examinations for certain required driver's licenses (DMV Physicals).
- B. Post job-offer physical examinations must be completed by a County physician or a County-designated medical examiner, *not* by applicants' own physicians.
- C. Personnel's Records Unit will provide the operating department with a Health Questionnaire (PER1025) to give to the candidate along with any pre-examination instructions (e.g., fasting for blood tests, appropriate attire for treadmill EKGs, etc.) before the scheduled examination.
- D. Should a candidate's pre-employment medical examination reveal work limitations, a County physician or other designated medical examiner will perform an initial analysis of those limitations in light of the essential functions of the position. This analysis is forwarded to the Records Unit, which in turn provides the information to the EEO Officer. The EEO Officer then works with the operating department, the physician, and the candidate to determine whether, and how, the candidate can be reasonably accommodated.

PROCEDURE:

I. Identification of Positions Requiring Medical Examinations or Screening

Personnel, HSA and operating departments together determine which positions require medical examinations, and which only require screenings. Medical exam types are listed for each position in the Budgeted Position File printout received by departments each pay period.

II. Job Analysis to Establish Medical Standards

When a position is classified, Personnel, after consultation with the operating department and a County physician or other designated medical examiner, analyzes the position's physical ability requirements and working conditions, and designates any pre-employment physical examination requirements.

A position may require a post job-offer/pre-employment physical examination even though other positions in the same job class do not, if the specific physical requirements or working conditions of that particular position are such that a physical examination is necessary. Similarly, a position may be exempted from a physical examination even though most or all other positions in that job class require such an examination, if the requirements of that particular position make an examination unnecessary. The operating department reflects this information in the Physical Examination Questionnaire they complete and submit to their designated Employee Relations Analyst at the time the position is classified.

A. Medical Groups

Each position is assigned a Medical Group based on the working conditions of the position and the physical abilities required to perform the position. The documentation, examinations, immunizations, etc. that are required depend upon the medical group designation.

A. Physical Examination Required.

The following is a list of all the medical groups, along with the components of each group as of this date:

1. Medical Group A

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Lifting Evaluation (required for some positions – see Budgeted Position File)

2. Medical Group B

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. TB skin test
- d. Lifting Evaluation (required for some positions – see Budgeted Position File)

3. Medical Group C

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. TB skin test
- d. Audiometry
- e. Lifting Evaluation (required for some positions – see Budgeted Position File)

4. Medical Group D

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. TB skin test
- d. Measles and Rubella immunity test and possible boosters
- e. Lifting Evaluation (required for some positions – see Budgeted Position File)

5. Medical Group E

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry

- d. TB skin test
- e. Measles and Rubella immunity test and possible booster
- f. Lifting Evaluation (required for some positions – see Budgeted Position File)

6. Medical Group F

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Lifting Evaluation (required for some positions – see Budgeted Position File)

7. Medical Group G

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Spirometry
- e. Lifting Evaluation (required for some positions – see Budgeted Position File)

8. Medical Group H

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Blood panel
- e. Spirometry
- f. Lifting Evaluation (required for some positions – see Budgeted Position File)

9. Medical Group I

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Chest x-ray
- e. Blood panel
- f. Spirometry
- g. TB skin test
- h. Lifting Evaluation (required for some positions – see Budgeted Position File)

10. Medical Group J

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Chest x-ray
- e. Blood panel

- f. Spirometry
- g. Lifting Evaluation (required for some positions – see Budgeted Position File)

11. Medical Group K

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Chest x-ray
- e. Blood panel
- f. Spirometry
- g. Urinalysis
- h. Lifting Evaluation (required for some positions – see Budgeted Position File)

12. Medical Group L

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. Physical Examination*
- c. Audiometry
- d. Chest x-ray
- e. Blood panel
- f. Spirometry
- g. TB skin test
- h. Treadmill EKG
- i. Lifting Evaluation (required for some positions – see Budgeted Position File)

13. Peace Officers (Deputy Sheriff Trainee, Deputy Sheriff, Sheriff's Sergeant, Sheriff's Lieutenant, Chief Deputy, Undersheriff, Sheriff-Coroner, DA Inspector I, II, III)

- a. POST exam (all required elements)
- b. Treadmill EKG
- c. Lifting Evaluation

*Every physical examination shall include the following elements:

- Height
- Weight
- Blood Pressure
- Pulse
- Vision Test: Near, Far and Color

In addition, a few positions may require a Hepatitis B immunization. When scheduling the examination, Records staff will inform the examining physician if the position requires a Hepatitis B immunization.

B. No Physical Examination Required.

1. Medical Group S

- a. Pre-Employment Health Questionnaire (PER1025B)

2. Medical Group ST

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. TB skin test

3. Medical Group STM

- a. Santa Cruz County Health Questionnaire (PER1025)
- b. TB skin test
- c. Measles and Rubella immunity test and possible booster

IV. Post Job-Offer/Pre-Employment Medical Screening/Examination Process

A. Operating Department Job Offer and Communication to Candidate

The operating department should clearly explain to the candidate that the job offer is contingent upon the candidate completing the required screening and/or examination and being cleared for employment, and should caution the candidate of the risk of leaving employment or moving before being cleared. The operating department must also communicate additional information to the candidate as follows:

1. Medical Group S: Distribute Pre-Employment Health Questionnaire (PER1025B) and copy of job specifications to candidate after job offer is made, and direct candidate to return the completed questionnaire at in-processing.
2. Medical Groups ST and STM: Distribute Health Questionnaire (PER1025) to candidate after job offer is made and ask candidate to complete it in advance and turn it in the health care facility when they arrive for their TB skin test and/or Measles and Rubella immunity test.
3. All other Medical Groups: Distribute Health Questionnaire (PER1025) and any pre-examination instructions (e.g., fasting before blood test, EKG treadmill instructions, etc.) to candidate after job offer is made.
 - a. Ask candidate to complete the Health Questionnaire in advance and turn it in to the health care facility when they report for their physical examination.
 - b. Give any candidate under age 18 a medical release form (PER1025A) that the parent/guardian completes and signs, and the candidate brings to the medical

examination. (Note: examinations will *not* be given to candidates under age 18 without this signed release.)

- c. If the position requires a Class A or B driver's license, and the candidate's license will expire within six months of the physical examination, the department should ask the candidate to bring the DMV medical forms to the examination so they can be completed.

B. Scheduling Required Pre-Employment Physical Examinations

1. Once all paperwork on appointment is received, verified and approved, Personnel Records staff contact the designated medical examiner with the candidate's name, position, birthdate and medical group.
2. If the medical exam for the candidate also requires a different vendor (e.g., cardiologist for treadmill/EKG), Personnel Records staff contact the vendor to set up the appointment.
3. Personnel Records staff notifies the operating department of the date and time of the physical examination.
4. If the examination requires a treadmill EKG, the operating department has the candidate complete a Risk Factor Criteria form, and asks the candidate if they have two or more of the risk factors (age or personal/family medical history) identified on that form. If the candidate indicates that they do have two or more risk factors, the operating department informs Records staff, who will arrange to have a cardiologist present during the candidate's treadmill EKG. The operating department informs all candidates to take their completed Risk Factor Criteria form to their treadmill EKG appointment.

C. Notification of Post-Job-Offer Physical Examination Results

1. Once all results are in, the examining physician contacts Personnel Records staff and clears the candidate to work. If the candidate is not cleared due to a medical restriction or limitation, the examining physician notifies Records staff, and Records staff provides that information to the EEO Officer. The EEO officer then engages in the reasonable accommodation interactive process, in accordance with Section I.E. of this policy.
2. Outcomes from the medical examination could include:
 - a. PASSED (ACCEPTABLE) FOR EMPLOYMENT;
 - b. UNACCEPTABLE FOR EMPLOYMENT because of a medical condition which:

- i. is a direct threat to the health or safety of the employee or others, and which cannot be mitigated through reasonable accommodation; or
 - ii. prevents the candidate from performing one or more essential functions of the position, with or without reasonable accommodation.
 - c. ACCEPTABLE FOR EMPLOYMENT WITH THE FOLLOWING RESTRICTION/ LIMITS OR ACCOMMODATIONS:
 - i. Specified work restrictions such as exempting person from performing certain marginal functions of the job;
 - ii. Limit exposures to certain working conditions;
 - iii. Provide special protective gear and devices for this individual; or,
 - iv. Other: e.g., to provide for adaptive technique, device, or equipment.
- 3. If the candidate is cleared following the pre-employment screening/examination, Records staff informs the employing department that the candidate may begin work.
- 4. If the candidate has work restrictions or is not cleared following the pre-employment examination, Records staff informs the operating department. Records also contacts the EEO Officer/ADA Compliance Coordinator, who will determine whether a reasonable accommodation is possible, in accordance with Section I.E. of this policy.
- 5. If the candidate is not cleared for employment and cannot be reasonably accommodated, the operating department may request to remove the candidate's name from the eligible list. Any candidate whose name is removed from an eligible list pursuant to such a request will be sent a formal notice of the removal.

D. Retention of Medical Examination Records

The Health Services Agency or other designated medical examiner shall retain and maintain the confidentiality of physical examination records, including health questionnaires (PER1025 or PER 1025B), in accordance with State law, and separate from employees' personnel records.