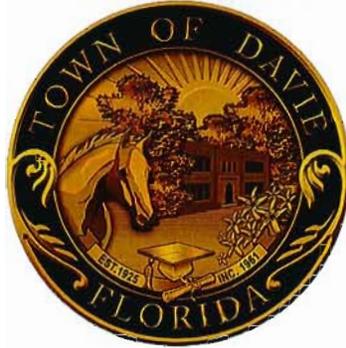


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**MEDICAL EXAMINATIONS
SOP #21-002**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

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Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

Any full-time and part-time employee who has been conditionally offered a regular position, including, but not limited to those being reemployed, recalled or reinstated, may be required to receive a medical examination that includes a drug screening prior to the first day of employment. The examination shall be performed by a physician designated by the Town of Davie.

In addition, it is the intent of the Town of Davie to have employees examined by a physician whenever the Town determines it is in the best interest for the protection of the employees or the Town. In addition, all employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. PROCEDURE.

- a.** As a condition of employment, all applicants for employment may be required to pass a physical examination administered by a physician designated by the Town of Davie. Physical handicaps or impairments will be noted on the applicant's file, and such problems that could affect job performance will be reported to Human Resources. In compliance with the American's with Disabilities Act (ADA), every reasonable effort will be made to accommodate employees with such handicaps or impairments.
 - b.** Employees who are using prescribed or non-prescribed drugs or narcotics which impair motor functions must report such condition to their immediate supervisor. Depending upon the circumstances, employees may be reassigned, or even forbidden to work, while taking prescribed drugs or narcotics.
 - c.** Employees may be required to have a physical examination on other occasions, such as transfer or promotion, or whenever management determines that the interest of the Town of Davie and the employee will be served thereby.
 - d.** Physical examinations administered at the request of management shall be paid for by the Town of Davie. The cost of non-mandatory physical examinations referenced in this guideline shall be paid by the employee and may be administered by a physician selected by the employee.
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- e. Medical examinations paid for by the Town of Davie are the property of the Town. However, records of such examinations will be made available to public agencies or the employee's doctor, as required by law or regulation.
 - f. Whenever an employee is absent because of illness or injury for three (3) consecutive days, the Town of Davie reserves the right to take whatever steps are necessary to confirm the nature and extent of such illness or injury. Employees returning from a sick leave may be required to have a physical examination or supply a fitness letter from a physician of their choice to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees.
 - g. Whenever the Town of Davie requires a physician's report concerning an illness or injury suffered by an employee the examination shall be at the expense of the Town and performed by a physician selected by the Town. Employees who are not satisfied with the physician's determination may submit, at their own expense, a report from a physician of their own choosing. In the event of conflicting opinions, the Town of Davie's physician and the employee's physician shall designate a third physician to examine the employee, and that physician's report shall be binding on both parties. The expense of the third examination shall be shared equally by the Town of Davie and the employee.
 - h. The Town of Davie shall maintain first aid facilities at all major facilities. In addition, first aid kits and other limited emergency supplies are located in hazardous areas, such as where machinery or utility equipment is located.
 - i. Employees who become ill on the job or suffer any work-connected injury, no matter how minor, shall report the occurrence to their supervisor and comply with the Town of Davie Workers' Compensation Leave policy. Time spent by an employee waiting for and receiving such medical attention shall be considered hours worked for pay purposes.
 - j. Employees who are exposed to any unexpected occupational health hazard, such as toxic materials, or fumes, are required to have a physical examination immediately after the exposure. The physician shall determine whether exposed employees require medical treatment, whether they may be permitted to continue on their jobs or whether they should be assigned to other jobs. Employees whose job normally exposes them to health hazards shall be given periodic medical examinations to ensure that such exposure does not result in any medical complications.
 - k. Employees who are seriously injured during the course of their employment shall be given immediate medical treatment and, if required, hospitalized. The employee's immediate supervisor or any other member of management has the authority to have injured employees transferred to a medical facility for treatment.
 - l. Employees will select their own licensed physician for non-work related events at their own expense.
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