

PHYSICAL EXAMINATIONS

SUMMARY

New permanent employees in designated job classifications must have a County sponsored, pre-employment physical examination and any necessary immunizations as a condition of employment unless otherwise specified by the Human Resources Department (HR), or its successor department. Periodic physicals and/or substance abuse screening are also given to employees in accordance with collective bargaining agreements, legislative mandates or County procedures. Drug and alcohol screens are a part of physical examinations, where designated by HR. Special tests and examinations are at times completed on employees and applicants to satisfy medical standards required by OSHA regulations.

Types of Physicals:

1. Pre-employment physicals

The County will conduct pre-employment physicals with drug and alcohol screenings only for applicants being hired in positions where the employee is required to:

- Engage in public safety duties;
- Engage in safety-sensitive duties;
- Carry a firearm;
- Work closely with an employee who carries a firearm;
- Perform life-saving or life-threatening procedures ;
- Work with heavy or dangerous machinery or hazardous substances;
- Work as a safety inspector;
- Work with children, special needs individuals, seniors or the disabled and/or is entrusted with the supervision, safety or security of these individuals;
- Work with detainees in the correctional system;
- Work with confidential information or documents pertaining to criminal investigations;
- Work with controlled substances;
- Work in a position of special trust or responsibility or sensitive location that requires level 2 screening as set forth in §110.1127, Florida Statutes;
- Work in a position in which a momentary lapse in attention could result in injury or death to another person.

Even if the position does not satisfy one of the criteria above, the County may also conduct pre-employment physicals, with or without drug and alcohol screenings, for applicants being hired in positions where the employee is required to work in a position that is physically demanding.

The determination of whether a position is physically demanding such that it shall require a pre-employment physical exam, and whether that pre-employment physical exam shall include drug and alcohol screening, shall be made by each County Department in consultation with the Human Resources Department, or its successor department or other County Mayor's designee.

The pre-employment physical examinations described above shall also apply to current employees who are being considered for promotion, transfer, or assignment to a position where such physical exam is required.

2. Annual physicals for employees in safety sensitive/high risk positions.
3. Fitness for Duty physicals administered when the department has concerns about an employee's physical/psychological ability to perform his/her job.

PROCEDURE

1. The department is responsible for scheduling physical examination appointments through HR's Medical Records Application. Applicants cannot start work until they have been cleared by the medical facility. The department has access to results through HR's Medical Records Application.
2. Employees separating from County service for any reason, and are rehired, must submit to the appropriate level of physical examination depending on former employee's length of separation.
3. An applicant or employee found to have medical problems, but who is still qualified for the position, will be advised to consult with his/her personal doctor for treatment
4. Results and related documents of the physicals are electronically sent to HR for filing in the employee's electronic medical file.
5. Medical records are confidential documents and should be viewed and/or picked up in person by the employee requesting medical records by completing a request form in the Employee Records Unit with proof of identification.

Note: Employee medical records are exempt from public records and cannot be released without a court order, appropriate legal release, or written permission of the employee or employee's legal representative.

CONTACT(S):

Department/Division

Human Resources Department/ Labor Relations and Employee Records Division

REFERENCE DOCUMENT(S):

Florida Statutes, Chapter 119

Collective Bargaining Agreements

County Leave Manual (Compulsory Leave)