

## PHYSICAL EXAMINATIONS

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### SUMMARY

All new permanent employees must have a County sponsored, pre-employment physical examination and any necessary immunizations as a condition of employment unless otherwise specified by the Internal Services 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 all physical examinations. 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
2. Annual physicals for employees in safety sensitive 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 the appointment. Applicants cannot start work until they have been cleared by the medical facility. The department has access to results or can call Payroll and Information Management (PIM), Human Resources Department.
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 sent to PIM for filing in the employee's medical file.
5. Medical records are confidential documents and should be picked up in person by the employee requesting medical records by completing a request form in the file room with proof identification

Note: As of July 1, 1986, employee medical records are no longer considered a public record and cannot be released without a court order, appropriate legal release or employee's permission.

### CONTACT(S):

#### Department/Division

Human Resources Department/Payroll and Information Management Division and Labor Management and Compensation Division

### REFERENCE DOCUMENT(S):

Florida Statutes, Chapter 119.07  
Collective Bargaining Agreements  
Administrative Order 7-27  
County Leave Manual (Compulsory Leave)