

HR Instructions Manual

PHYSICAL EXAMINATION PROGRAM

PURPOSE

1. To promulgate the general guidelines for physical examinations for employment.
2. To insure that candidates are physically capable of the duties for which they are employed. That is, the District, or an appointed physician/clinic must be able to evaluate a candidate's physical ability to perform the duties of the position for which he/she seeks appointment. In no case should any non-job-related conditions be considered when deciding the question of employment.
3. To furnish current medical information concerning employees as a baseline for future comparisons, such as in the review of Workers' Compensation claims.
4. To adequately protect, according to law, the health and safety of all employees, students and the public.
5. To provide an orderly method to evaluate potential health and safety risks, and unnecessary exposure to non-industrial disability retirements or the abnormal use of such leave. It is also intended that conditions of preventable on-the-job injury be identified. This may involve some permanent or chronic physical conditions or ailments which may incapacitate an employee, beyond reasonable accommodation, for the proper performance of his/her duties.

GENERAL GUIDELINES

1. The District requires all candidates for employment to complete a Medical History Questionnaire. This is required of all employees, both new and former employees with more than 12 months break in service.
2. The District requires a physical examination of all candidates for employment into any of the classifications identified in [Category I](#). Former employees of Category I shall be required to submit to a physical if there has been more than a 12-month break in services. A new classification and/or any omitted classification may be included in a category only with a determination by the classification and Compensation Supervisor or the Personnel Manager.
3. Candidates to classifications identified in [Category II](#) and [Category III](#) may be required to have a physical exam when conditions or ailments listed in the Medical History Questionnaire suggest further study or observation. Also, new employees hired into certificated positions who have not previously been employed in a position requiring certification qualifications in this state shall be required to provide to the District a medical certificate showing that the candidate is free from any disabling disease unfitting the applicant to instruct or associate with students. The certificate shall be submitted directly to the District by the licensed physician, based on an examination which shall have been conducted not more than six months before the submission of the certificate, and shall be at the expense of the applicant.
4. An employee may be required to submit to a physical exam at any such time as management has reasonable cause to suspect (1) a medical problem which may/can interfere with any of the duties of the position to which assigned or (2) that a health risk or safety hazard exists which could jeopardize the well-being of other employees, students or the public.
5. All physical examinations required and initiated by the District involving the District designated physician/clinic shall be paid for by the District.
6. Employees may not return to duty following a prolonged absence due to serious illness or a major surgical operation until they have been medically cleared by their attending physician and, when deemed necessary, the District's physician/clinic. Other conditions may also exist for which a supervisor will and can require medical clearance to return to duty. (See appropriate agreement or handbook for examinations related to sick leave use.)
7. In all cases, information contained on the Medical History Questionnaire and any medical reports is confidential and shall be made available to authorized persons only.

8. Grounds for expedited action to remove an employee from the work place may include charges of or association with narcotics offenses, sex offenses, tuberculosis, or any other physical or mental condition unfitting him/her to instruct or associate with students.

INITIATING PHYSICAL EXAMS

1. Before recommending any actions, the site supervisor/manager should become familiar with any related provisions in the appropriate collective bargaining agreement or employee handbook.
2. Site recommendations to initiate a physical examination of an existing employee should be directed to the Assistant Chancellor --Human Resources and Administrative Services in writing. Memos should include a statement as to the particular concern or risk and any facts that relate to the suspected condition.
3. Consultation as to possible courses of action should be discussed by staff in Human Resources and always prior to any communication with the employee.

DEFINITIONS OF CATEGORIES

Category I - Classifications which require considerable physical exertion, stamina and flexibility. This includes jobs that require average motor coordination and finger dexterity, high manual dexterity and eye-hand-foot coordination, and nominal color discrimination.

Physical demands are typically high in peak performance and include the following:

1. Lifting, carrying, pushing, and pulling. These are the primary "strength" requirements.
2. Walking and/or running.
3. Climbing and balancing.
4. Stooping, kneeling, crouching, and crawling.
5. Reaching, handling, fingering, and feeling.
6. Talking and hearing.
7. Seeing.

Environmental conditions (the physical surroundings of a worker in a specific job) may vary slightly with each Category I classification, but will frequently and typically include those less desirable extremes.

Conditions to consider include the following:

1. Work location, whether inside and/or outside.
2. Extremes of cold plus temperature changes.
3. Extremes of heat plus temperature changes.
4. Wet and humid.
5. Noise and vibration.
6. Hazards and risks of bodily injury.
7. Fumes, odors, toxic conditions, dust and poor ventilation.

Category II - Classifications which may occasionally or on demand require physical exertion, stamina and flexibility. This category may include jobs that require high motor coordination, average finger dexterity, average to low-level manual dexterity and eye-hand-foot coordination, and nominal color discrimination.

Physical demands are typically moderate across the entire range of the seven activities listed in Category I above.

Environmental conditions occasionally include the discomfort of the extremes in a few of the conditions detailed in Category I above. Normally, however, Category II personnel will work in a moderate environment with some exposure to the less desirable elements.

Category III - Classifications which are typically sedentary in nature, comprising the majority of office-technical, faculty, supervisory and managerial positions. This category includes jobs which rely primarily and almost solely on cognitive, verbal, numerical and clerical skills and aptitudes. While motor coordination may be important for some classifications, typically these jobs require a moderate to low level of finger and manual dexterity, eye-hand-foot coordination, and color discrimination.

Physical demands are typically low for the entire family of occupations.

Environmental conditions tend to be the more favorable, typically involving an office situation or classroom.

Certain positions under special circumstances may permit the scientific matching of the physical demands of a job with the physical capacities of a handicapped applicant or employee, with the approval of the Assistant Chancellor - Human Resources and Administrative Services and the appropriate manager. This would not include an evaluation of non-job-related conditions, but rather a consideration of those physical or medical factors which have been deemed necessary for the normal performance of a set of duties. This type of evaluation may involve nominal accommodation in equipment and/or facilities, but in no case would require any less or more of such an employee than is typically required of others in the classification.

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