

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

MEDICAL EXAMINATION

**SECTION 2.10
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- A. A selected applicant may be required by the SCAA to pass a physical and mental examination as a condition of employment to determine whether the applicant can physically and/or mentally perform the essential functions of the job, with reasonable accommodation where necessary. Pre-employment tests to determine current use of illegal drugs may also be conducted.

If the SCAA requires a physical or mental examination of applicants for hire or promotion, the physical or mental examination shall only be required after the SCAA has made a conditional offer of employment.

- B. The SCAA shall select the physician or licensed practitioner to administer the examination. A copy of the position description shall be sent to the licensed, qualified practitioner with a request that the practitioner indicate in writing whether the applicant can perform the essential functions of the job identified on the position description; and if not, what accommodation, if any, the applicant would require in order to do the job. The cost of the examination(s) shall be paid by the County.
- C. All employees are required to maintain their physical fitness at a level which will permit them to efficiently perform the duties of their position and avoid endangering co-workers, themselves, or those they serve.
- D. Employees may be legally required to submit to medical examinations for certain purposes during their period of employment. Such an examination is intended to ensure that the incumbent continues to be physically and mentally able to perform the essential functions of the employee's position. Examples include but are not limited to: mandatory drug and alcohol testing for CDL holders, examination to certify continued eligibility for Family and Medical Leave or other medically related leaves of absence, examination to assess eligibility for Workers' Compensation, examinations required for Occupational Safety and Health programs, examinations to determine eligibility for extended sick leave or disability leave, etc. A medical examination may also be required to determine an employee's ability to return to work following a medically related leave of absence.