

**Applies to:** Faculty, staff, student employees

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

The college may require an employee or prospective employee to undergo medical examination(s).

#### Purpose of the Policy

To state policy that the college may require an employee or prospective employee to undergo medical examination(s).

#### Definitions

Term	Definition
Food employee	An individual working with unpackaged food, food equipment or utensils or food-contact surfaces.

#### Policy Details

- I. Current employees
 

A job-related medical examination may be required when there is a need to determine whether an employee is able to perform essential functions of the job and/or to identify activity limitations or restrictions and/or provide reasonable accommodations. A medical examination may also be used for the purpose of identifying a significant health or safety risk to the employee or others, identifying infectious and communicable diseases, or other medical monitoring, if required by medical standards, professional licensing bodies, or provisions established by federal, state or local law.
- II. Applicants for employment
  - A. The college may require a medical examination after making a conditional offer of employment to a job applicant, and before employment begins. An offer of employment is conditioned on results of the examination to the extent permissible under state and federal law. These examinations may be used to identify infectious and communicable diseases, activity limitations or restrictions, or other impairments that impact performance of essential job functions or that pose significant safety or health risks to the job applicant or others, and to provide reasonable accommodations.
  - B. The Ohio Department of Health, Employee Health Policy 3717-1-02.1, requires medical clearance for food handler positions. Food handlers are defined as those persons working with exposed food and/or who clean equipment, utensils, linens, unwrapped single-serve, or single use articles. Applicants for food handler positions will receive conditional offers of employment pending successful completion of the medical examination. The medical evaluation will focus on history and/or evidence of potential sources of food borne gastrointestinal illness, infectious dermatological and respiratory conditions. A healthcare provider of the college's choice will evaluate applicants with a conditional offer of employment.
- III. Voluntary medical examinations
 

The college may conduct voluntary medical examinations and health promotion activities. However, any medical records developed in the course of such activities will be maintained in a confidential manner.
- IV. Fitness for duty examinations
 

A fitness for duty examination is an evaluation by a health care provider to determine if an individual is physically or mentally able to perform the essential functions of a position. The college may require such an examination when an individual is returning from a sickness or injury, when an individual states that she or he is unable to perform certain functions of a position, when the manager has concerns that an individual is physically

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or mentally unable to perform the essential functions of the position, or when an individual's health care provider provides insufficient information.

V. Cost and physician selection

When the college requires an examination pursuant to this policy, the college will select the healthcare provider and pay for the cost of the medical examination.

VI. Exceptions

A. Tests for physical agility may be administered in accordance with established practice and are not medical examinations for purposes of this policy.

B. Tests administered in accordance with the Drug-Free Workplace Policy 2.1.25 are not medical examinations for purposes of this policy.

## PROCEDURE

### Responsibilities

Position or Office	Responsibilities
Employing department	<ol style="list-style-type: none"> <li>1. Select the individual for hire and make a conditional offer of employment contingent upon the successful completion of a medical examination.</li> <li>2. Consult with the Office of Human Resources to discuss requesting a fitness for duty exam or other options.</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>1. Schedule the medical examination with provider.</li> <li>2. Communicate the day, time, and location of the medical examination to the individual.</li> <li>3. Maintain in a confidential manner copies of report of clearance and any other medical documentation, including any restrictions or limitations from the health care provider.</li> <li>4. Consult with individuals regarding this policy.</li> </ol>

### Resources

- [Ohio Administrative Code 3717-1-02.2: Management and personnel: employee health](#)
- [Drug-Free Workplace Policy 2.1.25](#)
- [Request for fitness for duty or return to work evaluation](#)

### Contacts

Subject	Office	Telephone	E-mail/URL
Human Resources	1014 Founders Hall	740-366-9367	<a href="http://www.cotc.edu/depts/Pages/Office-of-Human-Resources-.aspx">http://www.cotc.edu/depts/Pages/Office-of-Human-Resources-.aspx</a>

### History

Issued: 07/01/2005  
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