

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#3

July 1997

SUBJECT: Employment Physicals

PURPOSE: This policy provides a means of ensuring the health and safety of our employees.

POLICY: The four types of employment physicals are as follows:

1. **Safety Sensitive Positions:** All newly hired employees in Safety Sensitive Positions shall receive a physical examination by the City's Medical Services Provider, prior to starting work (including positions requiring a Commercial Driver's License (CDL), part-time and seasonal). Safety Sensitive Positions are generally defined as:
 - o All sworn Police and Fire personnel. All personnel assigned to and from the Narcotics Unit of the Police Department.
 - o All positions involving the operation of a vehicle or vehicular equipment on more than an occasional or intermittent basis, in order to carry out City business.
 - o All positions where work involves hazardous or potentially hazardous functions, or requires the use of hazardous or potentially hazardous equipment and could jeopardize the health and safety of others; including the public.
 - o All positions involving duties of such a nature that a lapse in constant attention and alertness may jeopardize the health or safety of others, including the public.
2. **Return to Work Physicals:** Employees may be asked to submit a completed Certification of Physician form from their personal physician or medical care facility to the Medical Services Provider for any absence due to illness or injury. The Medical Services Provider shall make a determination that the employee is able to return to work and perform the duties of the job.
3. **Annual Physicals/Sworn Fire and Police:** It shall be the responsibility of the Fire and Police Chiefs to ensure that sworn personnel receive physical examinations based on age as follows:

Up to age 29	every 3 years
Age 30 - 39	every 2 years
Age 40 & over	every year

CERTIFICATION OF PHYSICIAN FORMS MUST BE SUBMITTED TO THE CITY'S MEDICAL SERVICES PROVIDER, NOT TO THE SUPERVISOR OR DEPARTMENT HEAD. ALL MEDICAL RECORDS WILL BE MAINTAINED AT MARYVIEW MEDCARE WITH STRICT CONFIDENTIALITY.

MEDICAL PROVIDER: Physical examination appointments are coordinated by the City's Medical Coordinator located in the Finance Department. The City's Medical Coordinator shall coordinate the required annual physical examinations, with frequency based on age, and will contact Fire and Police Departments with scheduled appointments.

The City's Medical Provider is as follows:

Maryview MedCare
4700 George Washington Highway
Portsmouth, Virginia

Hours: Monday through Friday
8:00 a.m. to 10:00 p.m.

The determination of the Medical Services Provider shall be final with regard to the prospective employee's medical ability to meet the essential functions of a position.

4. **Fit For Duty** - Any employee may be required to submit to a Fit-for-Duty examination regardless of the number of days absent due to injury or illness. The Department Head and/or supervisor can require the examination if he/she feels that it is in the best interest of the City and co-workers.

PROCEDURE:

The Department Head or designee shall be responsible for contacting the City's Medical Coordinator to schedule employment physical examinations covered by this policy.

If it is not possible to make a timely appointment, the Medical Coordinator will take the employee's name and call the department advising date and time of scheduled appointment.

It shall be the responsibility of the Medical Coordinator to routinely schedule the required annual physical examinations for sworn Fire and Police personnel and to notify applicable departments of appointments.

Each Department Head shall be responsible for ensuring that employees report for appointments as scheduled, or that the City's Medical Coordinator receives reasonable notice of cancellation. Any cancellations or schedule changes must be done one business day prior to the appointment. Rescheduling shall be initiated by the Department at the convenience of Maryview MedCare.