

103. Pre-Placement Physical Examinations

Effective 4/19/93
Revised 6/1/95

- .1 Appointments for pre-placement physical examinations shall be the responsibility of the receiving department. The appointing authority or designated representative may authorize the physical examination for those applicants certified and tentatively selected for employment within his department. Only those applicants who are tentatively selected for employment shall be examined by the City Physician.
- .2 Upon completion of the physical examination and once the result of the required alcohol and/or drug test are known, the City Physician shall determine the physical status of the applicant and complete the New Employee Orientation and Routing form (TUL-4400) which will be sent back to their Payroll-Personnel clerk.
- .3 Only those applicants who are determined to be employable in the class to which certified may be appointed by the department. Should a question of employability or reasonable accommodation arise which cannot be resolved by the City Physician and the appointing authority, the Personnel Director shall make the final determination.
- .4 Employees with physical limitations, as determined by the City Physician, shall not be assigned tasks that may exceed those limitations. Department shall consult with the City Physician when an employee's ability to perform tasks is in doubt.
- .5 Any exception to employee being provided a pre-placement physical must be approved by the Personnel Director.
- .6 All applicants will be given a post employment offer urine drug screen.