



CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.16

CITY DIRECTIVE

**EFFECTIVE DATE:
12/22/2020**

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPERSEDES: 5/18/2009
OCCUPATIONAL HEALTH POLICY**

I. PURPOSE

The physical and/or mental examinations are based solely on the essential functions of specific job occupations and are within the lawful parameters of federal, state and local guidelines (e.g. Occupational Safety and Health Administration, the Americans with Disabilities Act, the Code of Virginia).

The Director of Human Resources shall issue a Guide to Occupational Health as a supplement to this Policy, which details processes and procedures associated with the various types of occupational health testing.

II. PRE-EMPLOYMENT EXAMINATIONS

Certain job classifications require a pre-employment physical and/or mental examination. Only those individuals who have been extended a conditional offer of employment shall receive a pre-employment physical and/or mental examination. A list of classifications requiring a physical and/or mental examination shall be maintained by the Department of Human Resources. The Department of Human Resources shall maintain a list of procured providers for this purpose. Most safety sensitive positions receive physical and/or mental examinations. The Safety sensitive positions generally include, but are not limited to:

- All sworn public safety personnel;
- 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;
- 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; and
- 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.

III. RETURN TO WORK EXAMINATIONS

A return to work physical and/or mental examination infers that the employee has been absent from the workplace due to illness or injury and requires an evaluation to determine if he/she can safely return to his/her position.

IV. FIT FOR DUTY EXAMINATIONS

A department/agency head, after consultation with the Department of Human Resources, may require a fitness for duty examination when an employee exhibits an inability to perform the essential functions of the position and/or exhibits unusual behavior that may impair an employee's ability to perform his/her job safely. A fit for duty examination may include a physical and/or mental examination.

V. ANNUAL EXAMINATIONS

Annual physical and/or mental examinations are required for sworn public safety personnel.

VI. CONFIDENTIALITY OF MEDICAL INFORMATION

All official City medical records are confidential. Access to official City medical records is on a "need-to-know" basis only by authorized officials. Employees and job applicants must provide written consent prior to release of any specific medical information to any other third party.

APPROVED AS TO FORM AND CONTENT:



Andrea Ruege, Assistant City Attorney II

11/30/2020
Date

APPROVED AND ADOPTED:



Christopher M. Price, City Manager

12.21.20
Date