

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.16 (21.1)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 05/18/09

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPERSEDES: 01/06/05
PHYSICAL EXAMINATIONS**

I. PURPOSE

This Policy is intended to provide direction for department directors whose personnel may require physical examinations prior to or during employment with the City of Chesapeake.

II. POST-CONDITIONAL OFFER PHYSICAL EXAMINATIONS

Certain job classifications require a post-conditional offer physical examination. A list of classifications requiring physical examination shall be maintained by the Department of Human resources and posted on City Net. The Department of Human Resources shall maintain a list of approved physicians or medical facilities for this purpose.

If an applicant has been offered conditional employment in a job classification that requires a physical examination, the physical becomes a condition of employment. The applicant must pass the physical to become employed by the City of Chesapeake.

A current employee who applies and receives a conditional offer for a different job classification which is listed on this Policy addendum is required to submit to and pass a physical examination prior to appointment to the new position.

The City will pay the cost of the initial post-conditional offer physical examination.

If a candidate does not pass the physical examination administered by the City, he/she can seek a second opinion from a personal physician. This opinion must be referred back to the physician acting on behalf of the City for a final determination. The second opinion shall be obtained at the candidate's expense.

In certain cases, the City's physician can require further testing by a specialist. Any specialist exams requested by the City's physician, as a part of the post-conditional offer medical examination process, will be at the applicant/employee's expense.

III. ANNUAL PHYSICAL EXAMINATIONS

Annual physical examinations are required for all sworn Police and Fire personnel. Examinations will be scheduled by the department, and the results reported to the Fire and Police Chief, as appropriate. The City will pay the cost of the annual physical examination for sworn Police and Fire employees.

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5/18/09