

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 102.10
SUBJECT: EMPLOYEE APPOINTMENT	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: MEDICAL EXAMINATIONS	LAST REVISION DATE: 07/20/2010

### POLICY STATEMENT:

It is the policy of the City of Denton to require certain employees, as determined by the job specification, to be examined by a physician under certain circumstances described below. No one who is given a medical examination shall be employed unless the examining physician certifies that the person meets the minimum standards of physical fitness required for the position.

Medical examinations may be used to ensure that employees remain in good physical condition in order to perform the demands of the job.

As a condition of employment, and based upon job requirements, all prospective or transferring employees may be required to pass a physical examination administered by a physician designated by the City of Denton.

Employees may be required to have a physical examination on other occasions, such as in-house advancement, or whenever the employee's supervisor determines that a potential health problem may prevent an employee from performing his/her job duties.

### ADMINISTRATIVE PROCEDURES:

#### I. CONDITIONS OF EMPLOYMENT

- A. Physical examinations required by the City of Denton for promoted, transferred, or current employees shall be paid for by the City of Denton. Time spent by an employee in waiting for and receiving a physical examination shall be considered hours worked for pay purposes.
- B. Supervisors are responsible for notifying the Human Resources Department of any positions which place physical or environmental demands on the employee. Such positions will be reviewed by the Human Resources Department in order to evaluate and determine the type and extent of medical examinations required prior to job performance.

#### II. PAYMENT OF MEDICAL EXAMINATIONS

- A. Medical examinations paid for by the City of Denton are the property of the City of Denton and shall be confidential. A copy of the medical examination report shall be available to the

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employee upon written request.

- B. When the City of Denton requires a physical examination or physician's report concerning an illness or injury suffered by an employee, the examination shall be at the expense of the City of Denton and performed by a physician selected by the City of Denton.
- C. Such examinations may be authorized by the Director of Human Resources or his/her designee only. Employees who are not satisfied with the physician's determination may submit a report from a physician of their own choosing and at their own expense. In the event of conflicting opinions, the City of Denton may employ a third physician to examine the employee. The City of Denton will pay for this third physical examination.
- D. The reports of the physicians involved, along with the demands of the job and the employee's ability to perform the job duties, will be the basis for a decision.

### III. CIVIL SERVICE

In the case of rejection of a civil service applicant for appointment, or for promotion, Civil Service proceedings governed by Chapter 143 of the Texas Local Government Code shall apply if the applicant wishes to challenge the rejection.

The Texas Local Government Code is available for review at the City of Denton Public Library and departments of Fire, Police, and Human Resources.

