



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <b>PRE-EMPLOYMENT PHYSICAL EXAMINATIONS</b>	<b>Number</b> <b><u>II-3</u></b>	<b><u>Effective Date:</u></b> <b>Issued: <u>06/25/1986</u></b> <b>Revised: <u>02/16/1993</u></b> <b>Revised: <u>08/20/2004</u></b> <b>Revised: <u>06/17/2020</u></b>	<b>Page 1 of 2</b>
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### **PURPOSE:**

To ensure new employees are physically capable of performing the essential duties of the classification to which they are hired, and also not impaired by any substance, which could adversely affect the safety of themselves or others.

### **POLICY:**

Successful completion of a pre-employment physical examination, which includes a drug and alcohol test, is required as a condition of employment for safety-sensitive positions. This list is maintained by the District's Risk Management Officer and is available upon request.

### **PROCEDURES:**

1. This policy is applicable to candidates who have been offered employment in a safety-sensitive classification which is conditioned upon passing a pre-employment physical examination including a drug and alcohol screening.
2. Human Resources & Risk staff will coordinate an appointment for the pre-employment physical examination with the candidate and the medical facility.
3. The medical facility will perform a physical exam, administer a breath alcohol test, and collect a urine specimen. The urine specimen will be submitted to a certified laboratory for testing for the presence of a controlled substance. In addition, the test will comply and satisfy the Department of Transportation (DOT) rule, 49 CFR Part 40, which describes required procedures for conducting workplace drug and alcohol pre-employment testing for employees subject to the DOT testing program.
4. The medical facility will notify the Risk Management Officer of the results of the physical exam, drug screen, and alcohol test.
5. In the event that a candidate is found to be capable of performing the essential duties of the classification and may require a reasonable accommodation due to a legally recognized qualified disability, the Risk Management Officer will initiate an interactive process with the candidate to discuss reasonable accommodation options.

6. If the medical facility notifies the Risk Management Officer that the candidate has a positive drug and/or alcohol test result, they will advise the candidate the result is positive and provide the candidate a reasonable period of time (typically five days) to appeal the test result before withdrawing the offer of employment. Human Resources & Risk staff will provide written notice of the opportunity to appeal and written confirmation of withdrawal of the employment offer, if applicable.

**RESPONSIBILITIES:**

1. Human Resources & Risk is responsible for scheduling pre-employment physical examinations including a drug and alcohol screening for all candidates prior to the proposed date of employment.
2. Human Resources & Risk is responsible for ensuring that the pre-employment physical examination process is consistent with this Administrative Procedure, current applicable laws, and provide for considerations for candidates' rights to privacy, equal treatment, and advance notice of the District's pre-employment testing requirements.
3. The District makes final determination as to the employment of the candidate.

APPROVED:



Stephen J. Welch  
General Manager