

## MEDICAL PROCEDURES

### POLICY:

*It is the policy of the Agency that medical tests or examinations may be required of applicants to whom a conditional offer of employment has been extended and present employees when there is reasonable cause to believe the employee has a physical or mental condition that interferes with the performance of essential job functions. Such medical tests and examinations are to be paid for by the respective program.*

- 1) After a conditional employment offer has been made, successful applicants for employment may be required as a condition of employment to pass a medical examination to establish both their fitness to perform the job for which they have applied and their fitness to do so without significant risk of substantial harm to themselves or others – unless that risk can be reduced or eliminated by a reasonable accommodation. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined. **Head Start/EHS applicants' examination must include a tuberculosis (TB) screening. If the screening reveals possible TB, then a skin test or chest x-ray maybe necessary before entering the classroom.**
- 2) Employees may be required to have a medical examination when there is reasonable cause to believe the employee has a physical or mental condition that interferes with the performance of essential job functions. **Head Start/Early Head Start employees are required to have a medical examination every three years on or before their anniversary date of employment. Medical examinations could be required more frequently for designated positions in order to comply with State of Tennessee and/or federal regulations.**
- 3) The legal use of drugs prescribed by a licensed physician is permitted, provided such usage is consistent with job safety. For example, if a prescribed medication is labeled "Do not drive or operate machinery while using this medication," an employee would not be permitted to operate Agency vehicles. An employee working in a safety sensitive position (ex., driving, operating hazardous machinery, working on ladders, *etc.*) must notify the Human Resources Department

if the employee has been prescribed medication for use at work that bears a safety-warning label applicable to the employee's job. The Agency, in conjunction with the employee's physician if appropriate, will evaluate the safety of using the medication while performing the duties required in the employee's job. The Agency will make a reasonable accommodation, if possible, for the use of prescription medications. However, if use of the medication poses a direct threat to safety that cannot be eliminated by a reasonable accommodation, the employee will not be permitted to perform duties which conflict with the safety considerations.

4) The Agency reserves the right to require acceptable confirmation of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without significant risk of substantial injury to themselves or their fellow employees.

5) The Agency reserves the right to require a second medical opinion, at Agency's expense, regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work.

6) In the event an employee develops a physical, mental or emotional condition which interferes with the performance of essential job functions – and there is no reasonable accommodation that permits the employee to perform those functions – the employee may be required to go on Sick leave status. Alternatively, the employee may be offered a transfer to an existing and vacant position for which the employee is qualified.

7) Employees who become ill on the job or suffer any work related injury are to report this to their immediate supervisor as soon as possible. Any work related injury must be reported to the Benefits/Personnel Specialist as soon as possible. Reporting should be within the first 24 hours after the injury. Employees having an on the job injury may be required to complete a drug test when there is reasonable cause for test.