

INTRODUCTION

As a responsible employer, the City of Taft wishes to ensure the continuing health of its employees. To achieve this objective, the City reserves the right to require periodic physical examinations of each employee.

EXAMINATION PROCEDURE

1. Each employee shall execute a Health Report agreeing to physical examination by the City of Taft and authorizing the release of medical information to the City.
2. Each employee shall complete a confidential medical history for inclusion in City records.
3. A City retained physician shall conduct a periodic physical examination and selected laboratory tests for each employee without charge to the employee.
4. The Personnel Department shall notify each employee of the time and location for a scheduled physical examination at least one week prior to the examination.
5. Employees not wishing to take advantage of the free physical examination may satisfy the examination requirement through a private physician and shall be reimbursed an amount equal to the fee paid a City retained physician.
6. All physical examination conducted outside the City must be reported on a Physical Examination Report provided by the City.
7. An employee shall not be penalized for results of the physical examination unless his condition threatens the welfare of the City, its citizens, or its staff.
8. The City of Taft shall retain the right to reassign employees on the medical advice of the examining physician.
9. The City of Taft shall release results of a physical examination, X-ray or laboratory test to qualified physician or health care institution only upon written authorization of the employee.
10. Completed physical examination results and related documentation shall be returned to the Personnel Department no later than fourteen calendar days following the employee's scheduled physical examination appointment.
11. Employees failing to comply with provisions of this policy shall be subject to disciplinary action in accordance with the City's Employee Discipline policy.

12. Departments required to provide periodic physical examinations to employees in accordance with provisions of an existing Memorandum of Agreement between the City of Taft and a recognized employee organization may elect to administer the physical examination provision of the contract itself or to formally request that the Personnel Department administer such provisions of the labor relations agreement, subject to the approval of the appropriate Division Director.