



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 8/01/2008

SECTION 1200	SUBJECT MEDICAL STANDARDS/MEDICAL EXAMINATIONS
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City management has the right to establish standards for each job and to determine any employee's fitness for duty. City employees may be required to be evaluated by the City's Medical Officer, the Employee Assistance Program or another agency or professional organization or health care provider chosen by the appropriate City authority. An employee's department head, in consultation with the Director of Human Resources, or the Director of Human Resources in his/her sole discretion, may require that an employee be evaluated by the City's Medical Officer when the employee's behavior causes concern for the employee's safety or the safety of others, or to determine if the employee is able to effectively perform his/her job. In the event of a mandatory referral, the employee is required to authorize the release of information by the evaluation and treatment providers to the employee's department head and to the Director of Human Resources regarding the employee's identified problem. Disclosures made by evaluation and treatment providers shall include only such information as the providers in their professional judgment believe is directly related to the specific issue and is necessary to appropriately handle the case. All medical information will be handled and maintained in a confidential manner. Examinations may be required notwithstanding that the employee may be under the care of, or receiving treatment from, a private physician, organization or other health care provider chosen by the employee. Refer to the following sections for further information:

- A. Occupational Injuries/Diseases
Refer to Section 1202 Occupational Injury and Disease Policies, Procedures and Guidelines.
- B. Non-Occupational Injuries/Diseases
Refer to Section 1201, Non-Occupational Disabilities Policies, Procedures and Guidelines.
- C. Employee Assistance Program
Refer to Section 714, Employee Assistance Program.
- D. Performance Counseling, Performance Probation, Demotion and Termination
Refer to Section 903, Performance Counseling, Performance Probation, Demotion, and Termination.
- E. Annual Medical Evaluations
Certain employees are required to be examined annually by the City's Medical Officer as described below.
 - 1. Evaluations Required by the Code of Virginia

Employees who are entitled to the benefit of the presumption of occupational diseases described in the Code of Virginia are required to submit to an annual

AMENDS/SUPERSEDES SECTION 1200, 12/01/1990	REFERENCES	
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medical evaluation by the City's Medical Officer at the expense of the City of Newport News. These employees include salaried and volunteer firefighters, fire marshals and assistant fire marshals, sworn members of the Police Department, the sheriff and deputy sheriffs. Departments are responsible for assuring that these medical evaluations are scheduled and completed. Employees may elect, at their own expense, to have a qualified physician of their choice present at this medical evaluation.

During the annual medical evaluation, the City's Medical Officer may determine that special diagnostic tests or other medical treatment are necessary. If these tests involve respiratory disease, hypertension, heart disease, specific types of cancer or infectious diseases as described in the Code of Virginia, the City's Medical Officer will contact the Department of Human Resources to determine who incurs the cost of any further testing under City policy.

The expense of all special tests, recommended by the City's Medical Officer that do not involve presumption diseases listed in the Code of Virginia shall be the responsibility of the employee should the employee's insurance not reimburse the provider in full for services rendered.

2. Other Medical Evaluations Required by City Policy

Employees may also be required to submit to medical evaluations or testing in accordance with OSHA standards, federal or state regulations or other City policies. If, in the course of the medical evaluation or test, the City's Medical Officer determines that further testing is necessary, the costs shall be the responsibility of the employee.

3. Medical Evaluation Results

After completing and reviewing any medical evaluation, the City's Medical Officer will forward the results to the Department of Human Resources. The Department of Human Resources will notify the appropriate department as to whether or not the employee has passed the evaluation and is fit for duty. The employee will also receive copies of blood work results and any other pertinent information.

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AMENDS/SUPERSEDES SECTION 1200, 12/01/1990	REFERENCES	APPROVAL
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