

October 2011

## 4.105 Post Offer Pre-employment Medical Examination Policy

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		<b>Post Offer Pre-employment Medical Examination Policy</b>  <b>Policy 4.105</b>	
<b>Human Resource Policies</b>		Effective date: September 6, 2011	
Policy History:	Approved by:	Resolution #	Date:
	Chancellor	N/A	September 6, 2011
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction

It is the policy of Antioch University (“AU” or the “University”) that certain prospective employees submit to a post-offer, pre-employment medical examination to determine whether they possess the fitness to perform the essential functions of the jobs for which they have been offered employment when the essential duties of the job involve substantial physical requirements.

## II. Affected Classifications

For each job classification listed below, candidates will be offered employment on a conditional basis, pending the results of a work-related medical examination. Other classifications may be added as the University deems necessary and appropriate.

- A. Building Maintenance
- B. Facilities/Grounds Worker
- C. Security

### **III. Procedure**

- A. A functional job analysis for the position at issue will be completed showing how much lifting, bending, twisting, and other physical requirements are involved in the affected positions. The job analysis will be provided to the health care practitioner(s) conducting the medical examination so that their exam is effective and work-related. The analysis will also be used to communicate essential qualifications on personnel requisitions, postings and during interviews.
- B. Each position description in the affected job classifications shall designate the physical requirements of the job as determined by the functional job analysis. Position announcements for jobs in these classifications are to state, "Job will be offered on condition of meeting the predetermined essential physical requirements for the job. A medical examination is required."
- C. The examination will be required of all candidates in the designated job classification. In addition to candidates, this policy also applies to current University employees transferring from another job classification, unless they have previously passed probation in the affected classification.
- D. The University will use the results of the medical examination to:
  - 1. Ensure that applicants who have received employment offers can perform, with or without accommodation, the essential functions of the job in question.
  - 2. Determine whether there are any accommodations which would permit the employee to perform the essential functions of the job.
  - 3. Sensitize applicants to their physical limitations so that they can avoid activities leading to injury or illness.
  - 4. Identify if the applicant would pose a direct threat to health or safety of themselves or others.
- E. All medical examinations will be performed by medical and/or physical therapy practitioners as designated by the University, and will be paid by the employer. Only job-specific information, based on the on-site job analysis, will be given to the University by the physician.
- F. At the time of verbal offer, the applicant will be advised that, as a condition of offer for the position, the University will require the applicant to have a medical examination to evaluate his / her ability to perform the essential job functions. Once a verbal offer has been made, a written offer letter will be prepared and mailed to the applicant. This letter will indicate that the position has been offered on a conditional basis, contingent upon the satisfactory results of a medical examination. The results will be considered satisfactory if it is determined that

the applicant can perform the essential functions of the position, with or without accommodation.

- G. The offer letter will explain how medical examination appointments are arranged and that failure to appear for the medical examination may be considered a rejection of the conditional job offer. The Medical Examination Consent Form will be enclosed. The applicant will fill out one section, the physician, the other. Upon completion, this form will be returned to the Director of the Office of Human Resources.
- H. A copy of the offer letter, job description and the functional job analysis form will be sent to the health care practitioner(s) conducting the examination, notifying them that the University has extended a conditional offer and the need for this applicant to have a pre-employment medical examination.

#### **IV. Results of Medical Exam**

- A. All applicants that receive a satisfactory result on the post offer, pre-employment medical examination are to be placed in the job.
- B. If the medical examination is not satisfactory, the University may withdraw the offer of employment. Disqualification from the job offer will be job related and consistent with business necessity, including, but not necessarily limited to, failure to meet the physical requirements, inability to perform the essential functions, with or without reasonable accommodation, posing a direct threat to the safety of themselves or others, or if accommodations would place an undue hardship on the University, in accordance with the American's with Disabilities Act.
- C. The University is committed to compliance with the American's with Disabilities Act and similar state laws and will engage in the interactive process with an employee who requests accommodation.

#### **Policy Cross Reference**

Hiring and Search Committee	Policy # 4.103
Reasonable Accommodation	Policy # 4.107

#### **Forms Cross Reference**

Medical Examination Consent Form	Form # 4.105:01
Letter of Conditional Job Offer	Form # 4.105:02