

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Medical Pre-Employment Medical Testing	
Subject: Pre-employment	Revised: August 2004
CSC Rule: 8.02, 8.03	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\PRE-EMPLOYMENT POLICIES\Medical Pre- Employment Medical Testing.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

The County places job classifications in three separate medical group categories. Each has a different set of medical exam testing requirements.

Group I: Positions for which the Labor Code makes it presumptive in some cases that certain specific illnesses or injuries are job-connected and/or which may require high levels of physical exertion. Examples: Deputy Sheriff, DA Investigator, JSO, etc.

Group II: Positions which involve moderate to heavy physical labor or exertion and/or hazardous working conditions. General duty nursing, road equipment operation, general maintenance positions fall into this grouping.

Group III: Positions which require general physical health such that any existent medical conditions are not of the nature that they might cause the employee to perform the duties assigned in a less-than-satisfactory manner or to be a hazard to himself or herself in performing those duties. This class includes sedentary jobs and administrative and clerical positions.

The following applies to **temp help, contract and permanent employees.**

Employees who have been terminated from county service and return to county service in the same job class or a different job class with the same or less arduous medical standards **within one year** from the date of their termination will not be required to undergo pre-employment testing prior to returning to work.

Employees who have been terminated from county service and return to county service in any job class **one year and one day or more** from the date of their termination will be required to undergo medical pre-employment testing prior to returning to work.

Employees who change job classes or who return to county service in a job class with more arduous medical standards, regardless of any break in service, will be required to undergo medical pre-employment testing prior to employment in the new job class.

Also, departments should be reminded that as a safety net, CSC Rule 8 provides for fitness-for-duty medical evaluations whenever an appointing authority believes an employee is having difficulty in performing the essential functions of their position due to suspected physical or psychological problems.

RE-SUBMISSION OF EFS FORMS

The Essential Functions within a job classification Checklist (EFC) are required whenever a requisition is submitted to fill each **position** within the job classification, regardless of how that position will be filled. Copies of the EFC forms previously submitted are sufficient, if the forms accurately reflect the position being filled. EFC forms are not required with submission of a requisition to "establish eligibility list only." EFC forms are also required when a recruitment will be conducted, to address accommodation issues, and when pre-employment medical examinations will be conducted.