

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 7.1 THROUGH 7.5	Page 1 of 3
	SUPERSEDES: January 1, 2006	DATE ISSUED: July 13, 2021
SUBJECT: Medical Examinations	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective July 13, 2021	

7.1 Pre-Employment Examinations

Upon acceptance of an offer of employment, all prospective regular employees shall be required to undergo pre-employment testing for illegal substances, through a County designated physician. For some positions, additional testing may be required, such as psychological tests and pre-employment physicals, and shall be performed at the County's expense. An applicant determined to be physically or mentally unfit for service shall not be eligible for employment. This policy shall be executed in compliance with the Americans with Disabilities Act.

7.2 In-Service Examinations

An employee, at any time during his/her period of employment, may be required to undergo examinations to determine his/her physical and mental fitness to perform his/her job, including tests for illegal substances. Such periodic examinations shall be at the expense of the County, except as noted below.

An employee determined to be physically or mentally unfit to continue in his/her designated position may be demoted, transferred or separated from County service.

When an employee of the County is reported by the examining physician or psychologist to be physically or mentally unfit to perform work in the position which he/she is employed, such employee may, within five (5) days from the date of his/her notification of such determination by the examining physician, indicate in writing to the Department Director his/her intention to submit the question of his/her physical or mental unfitness to a physician or psychologist of his/her own choice. In the event there is a difference of opinion between the original examining professional and the professional chosen by the employee, then the County Administrator shall designate a third professional, whose decision shall be final and binding as to the physical and mental fitness of such employee to perform the work of the position in which he/she is employed. The County shall bear the expense of reasonable direct costs of the first and third examinations, with the employee bearing the expense of the second examination, and shall provide the employee with reasonable time off

SUBJECT: Medical Examinations	POLICY NUMBER: 7.1 to 7.5	DATE ISSUED: July 13, 2021	Page 2 of 3
---	-------------------------------------	--------------------------------------	-------------

to meet these appointments. The County shall not be responsible for any expenses related to these appointments other than professional fees and directly related laboratory work.

7.3 Off-Duty Accident or Illness

If an employee is absent from work due to an accident, a statement of physical condition shall be required upon return to work. The same may be required if an employee is absent for an illness in excess of three (3) continuous work days. In both of these cases, the employee shall be responsible for payment of the doctor's fees. When use of sick leave is excessive, and/or abuse of the policy is suspected, an employee may be required to provide a physician's statement to document use of sick leave. If light duty is recommended by the attending physician, it shall be made available at the discretion of the Department Director.

7.4 On-Duty Accident or Illness

Should an employee suffer a work related accident or illness during working hours, causing the employee to be absent from work for three or more days, the County may require, at the County's expense, a physical examination to determine the employee's fitness and ability to return to work. Should the physician determine that the employee is fit to return to his/her position, or for lighter duty, if available, the employee must report for work or light duty within twenty-four hours. Should the employee disagree with the findings of the County physician, the employee may submit the question of physical fitness to a physician of his/her own choice.

In the event that there is a difference of opinions between the original examining professional and the professional chosen by the employee, the County Administrator shall designate a third professional, whose decision shall be final and binding as to the physical fitness of the employee to perform the work of the position, or to perform other lighter duties, as deemed appropriate by the County. The County shall bear the expense of reasonable direct costs of the first and third examinations, with the employee bearing the expense of the second examination, and shall provide the employee with reasonable time off to meet these appointments. The County shall not be responsible for any expenses related to these appointments other than professional fees and directly related laboratory work.

7.5 Light Duty

As noted in subsection 7.4, should the physician determine that the employee is fit to return to the position, the County may, at its discretion, provide light duty work, if it is available. In the absence of the availability of light duty work, the individual shall be required to take worker's compensation leave until such

SUBJECT: Medical Examinations	POLICY NUMBER: 7.1 to 7.5	DATE ISSUED: July 13, 2021	Page 3 of 3
--	--	---	--------------------

time that light duty is available, or the individual is released by the physician to return to full performance of the position's duties.