



Medical Examination Policy 4.40

Office of Human Resources

Applies to: Faculty, staff and student employees

POLICY

Issued: 10/01/1973
Revised: 06/17/2002
Edited: 12/15/2007

The University may require an employee or prospective employee to undergo medical examination(s).

POLICY GUIDELINES

I. Current Employees

A job-related medical examination may be required when there is a need to determine whether an employee is able to perform essential functions of the job and/or to identify activity limitations or restrictions and/or provide reasonable accommodation. A medical examination may also be used for the purpose of identifying a significant health or safety risk to the employee or others, identifying infectious and communicable diseases, or other medical monitoring, if required by medical standards, professional licensing bodies, or provisions established by federal, state, or local law.

II. Applicants for Employment

- A. The University may require a medical examination after making a conditional offer of employment to a job applicant, and before employment begins. An offer of employment is conditioned on results of the examination to the extent permissible under state and federal law. These examinations may be used to identify infectious and communicable diseases, activity limitations or restrictions, or other impairments that impact performance of essential job functions or that pose significant safety or health risks to the job applicant or others, and to provide reasonable accommodations.
- B. The [Ohio Uniform Food Safety Code 3717-1-02.1](#) requires medical clearance for food handler positions. Food handlers are defined as those persons working with exposed food and/or who clean equipment, utensils, linens, unwrapped single-serve, or single-use articles. Applicants for food handler positions will receive a conditional offer of employment pending successful completion of the medical examination. The medical evaluation will focus on history and/or evidence of potential sources for food borne gastrointestinal illness, infectious dermatological and respiratory conditions. A physician of the University's choice will evaluate applicants with a conditional offer of employment.

III. Voluntary Medical Examinations

The University may conduct voluntary medical examinations and health promotion activities. However, any medical records developed in the course of such activities will be maintained in a confidential manner.

IV. Cost and Physician Selection

When the University requires an examination pursuant to this policy, the University will select the physician and pay for the cost of the medical examination.

V. Exceptions

Tests for physical agility, use of illegal drugs, and on-duty impairment by alcohol and/or prescription drugs may be administered at any time when a reasonable cause exists and in accordance with established practice. They are not medical examinations for purposes of this policy.



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PROCEDURE

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I. Employing Unit Responsibilities

- A. Select the individual for hire and make a conditional offer of employment, contingent upon the successful completion of a medical examination.
- B. Schedule the medical examination with Employee Health Services. Employees at regional campuses should contact their departmental human resources contact to identify a physician.
- C. Communicate the day, time, and location of the medical examination to employee.
- D. Maintain copies of report of clearance, including any restrictions or limitations, from the physician.

II. Employee Health Services (Columbus campus) Responsibilities

- A. Conduct the appropriate medical examination.
- B. Forward the report of clearance to the human resources professional within the employing unit.

RESOURCES

For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)
614-292-2800, ohrc@hr.osu.edu
- Employee Health Services 614-293-8146

For more information:

- Ohio Department of Health, [Ohio Uniform Food Safety Code 3717-1-02.1](#)