



Applies to: Faculty, staff, graduate associates, student employees and applicants

**POLICY**

Issued: 10/01/1973  
Edited: 04/14/2014

The university may require an employee or graduate associate or prospective employee or graduate associate to undergo medical examination(s).

**Definitions**

Term	Definition
Food employee	An individual working with unpackaged food, food equipment or utensils or food-contact surfaces.

**Policy Details**

**I. Current Employees**

A job-related medical examination may be required when there is a need to determine whether an individual is able to perform the essential functions of the job and/or to identify activity limitations or restrictions and/or provide reasonable accommodations. A medical examination may also be used for the purpose of identifying a significant health or safety risk to the individual 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 the 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 employees. Final candidates for food employee 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 health care provider of the university's choice will evaluate candidates with a conditional offer of employment.

**III. Voluntary Medical Examinations**

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

**IV. Fitness for Duty Examinations**

A fitness for duty examination is an evaluation by a health care provider to determine if an individual is physically or mentally able to perform the essential functions of a position. The university may require such an examination when an individual is returning from a sickness or injury, when an individual states that she or he is unable to perform certain functions of a position, when the manager has concerns that an individual is physically or mentally unable to perform the essential functions of the position or when an individual's health care provider provides insufficient information.



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**V. Cost and Health Care Provider Selection**

When the university requires an examination pursuant to this policy, the university will select the health care provider and pay for the cost of the medical examination.

**VI. Exceptions**

Tests administered in accordance with the Drug-Free Workplace, Policy 7.30 are not medical examinations for purposes of this policy.

**PROCEDURE**

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**Responsibilities**

Position or Office	Responsibilities
Manager	A. Contact the college/VP unit human resource professional to discuss requesting a fitness for duty exam or other options.
Employing unit	B. Select the individual for hire and make a conditional offer of employment contingent upon the successful completion of a medical examination. C. Schedule the medical examination with Employee Health Services. Individuals at regional campuses should contact their college human resource professional to identify a health care provider. D. Communicate the day, time and location of the medical examination to the individual. E. Maintain copies of report of clearance and any other medical documentation, including any restrictions or limitations from the health care provider, in a confidential manner. F. Consult with the Office of Human Resources or OSU Medical Center Human Resources for Medical Center employees or graduate associates, to discuss requesting a fitness for duty exam or other options.
Employee Health Services	A. Conduct the appropriate medical examination. B. Forward the report of clearance to the human resource professional in the employing unit.
Office of Human Resources	A. Consult with units and individuals on this policy.

**Resources**

- Drug-Free Workplace, Policy 7.30, [hr.osu.edu/policy/policy730.pdf](http://hr.osu.edu/policy/policy730.pdf)
- Ohio Uniform Food Safety Code [www.odh.ohio.gov/en/rules/final/3717-1.aspx](http://www.odh.ohio.gov/en/rules/final/3717-1.aspx)
- Request for Fitness for Duty or Return to Work Evaluation form [hr.osu.edu/policy/resources/440ffdrtw.pdf](http://hr.osu.edu/policy/resources/440ffdrtw.pdf)



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### Contacts

Subject	Office	Telephone	E-mail/URL
Policy clarification	Employee and Labor Relations, Office of Human Resources	614-292-2800	<a href="mailto:hr-elr@osu.edu">hr-elr@osu.edu</a> <a href="http://hr.osu.edu/services/elr/">hr.osu.edu/services/elr/</a>
Policy clarification for medical center employees	Medical Center Employee Relations	614-293-4988	
Medical exam arrangements	Employee Health Services	614-293-8146	

### History

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