



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

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973
Revised: 07/15/2024 (minor revision)

The university may require prospective employees to undergo **pre-employment medical examinations** and current employees, including faculty and graduate associates, to undergo **fitness for duty medical examinations (FFDMEs)**.

Purpose of the Policy

To provide guidance on and promote consistent application of pre-employment medical examinations and FFDMEs.

Definitions

Term	Definition
Fitness for duty medical examination (FFDME)	An evaluation of a current employee by a health care provider to determine if the employee is physically, emotionally, or mentally able to perform the essential functions of a position in a proper, safe, and competent manner.
Pre-employment medical examination	A post-offer evaluation of an applicant for employment by a health care provider to determine if an individual is physically, emotionally, and mentally able to perform the essential functions of a position in a proper, safe, and competent manner.
Unit	College or administrative unit.

Policy Details

- I. Applicants for Employment
 - A. The university may require a job-related pre-employment medical examination after making a conditional offer of employment to a job applicant and before employment begins. A pre-employment medical examination must be consistent with business necessity. An offer of employment must be conditioned on the results of the examination to the extent permissible under state and federal law.
 - B. Pre-employment medical examinations may be used to:
 - 1. Identify infectious and communicable diseases, activity limitations, restrictions, or other impairments that may impact performance of essential job functions or pose significant safety or health risks to the job applicant or others; and
 - 2. Inform any reasonable accommodation requests.
- II. Current Employees
 - A. The university may require an FFDME for current employees when:
 - 1. The exam is job related and consistent with business necessity;
 - 2. Medical standards, professional licensing bodies, or federal, state, or local law require an exam;
 - 3. An individual is returning from an illness or injury;
 - 4. An individual states that they are unable to perform the essential functions of their position;
 - 5. A manager has objective concerns that an individual is physically, emotionally, or mentally unable to perform the essential functions of the position;
 - 6. An individual’s health care provider provides insufficient information relating to the individual’s fitness for duty;
 - 7. A determination is necessary of whether a significant health or safety risk to the employee or others exists; or



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8. Screening is required for job-related infectious and communicable diseases.

III. Voluntary Medical Examination

A. The university may conduct voluntary medical examinations and health promotion activities.

IV. Confidentiality

A. Any medical information collected during medical examinations, whether for applicants, current employees, or as part of voluntary health promotion activities, will be maintained in a confidential manner.

V. Cost and Health Care Provider Selection

A. When the university requires a pre-employment medical examination or an FFDME pursuant to this policy, the university will select the health care provider and pay for the cost of the pre-employment medical examination or FFDME.

VI. Drug-Free Workplace 7.30 Policy

A. Tests administered in accordance with the [Drug-Free Workplace 7.30 policy](#) are not pre-employment medical examinations or FFDMEs under this policy.

PROCEDURE

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I. Pre-Employment Medical Examination Process for Applicants for Employment

A. Upon selecting an individual for hire who will be required to complete a pre-employment medical examination, the **unit** must:

1. Make a conditional offer of employment to the individual, contingent upon the results of the pre-employment medical examination;
2. Contact Ohio State Employee Health to schedule a pre-employment medical examination (regional campus units should contact their unit HRBP or designee to identify a health care provider);
3. Inform the individual of the date, time, and location of their scheduled medical examination; and
4. Maintain copies of the report of clearance and any other medical documentation, including any restrictions or limitations from the health care provider, in a confidential manner.

II. FFDME Process for Current Employees

A. When a unit is considering an FFDME for a current employee under Policy Details II.A., the unit must consult with and obtain approval from [Employee and Labor Relations \(ELR\)/OSUWMC Employee Relations \(OSUWMC ER\)](#).

III. Ohio State Employee Health Responsibilities

- A. Conduct pre-employment medical examinations and FFDMEs.
- B. Forward the report of clearance and any related medical documentation to the unit HRBP and ELR/OSUWMC ER.



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Responsibilities

Position or Office	Responsibilities
Employee and Labor Relations and OSUWMC Employee Relations	<ol style="list-style-type: none"> 1. Consult with units and individuals on this policy. 2. Approve requests for FFDMEs as appropriate.
Ohio State Employee Health	<ol style="list-style-type: none"> 1. Conduct pre-employment medical examinations and FFDMEs. 2. Forward report of clearance and related medical documentation to unit HRBP and ELR or OSUWMC ER.
Unit (For Applicants)	<ol style="list-style-type: none"> 1. Upon selection of individual for hire, make conditional offer of employment contingent on pre-employment medical examination results. 2. Schedule the pre-employment medical examination as set forth in the policy. 3. Inform individual of pre-employment medical examination date, time, and location. 4. Maintain copies of report of clearance and other medical documentation in a confidential manner.
Unit (For current employees)	<ol style="list-style-type: none"> 1. Consult with and obtain approval from ELR/OSUWMC ER regarding FFDMEs.

Resources

Drug-Free Workplace policy, hr.osu.edu/wp-content/uploads/policy730.pdf

Request for Fitness for Duty or Return to Work Evaluation Form, hr.osu.edu/wp-content/uploads/policy440-return-to-work-eval.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Pre-employment medical examinations and FFDME arrangements	Ohio State Employee Health	614-293-8146	wexnermedical.osu.edu/locations/mccampbell-outpatient-care/employee-health
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu

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