

# Rancho MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 2012-06
<b>Title:</b>	Pre-Employment Physical Examinations	

## PURPOSE

Rancho Murieta Community Services District (District) requires all individuals who are offered employment with the District to submit to a physician's examination and, depending on the position, a controlled substance test, at District expense. The District has prepared the following guidelines/policy to ensure that it is enforced uniformly throughout the District.

## POLICY

1. All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a controlled substance test at District expense will also be required. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual's fitness to work.
  - a. Employment will not occur until after a qualified physician has certified the individual as fit to perform the type of work required by the applied for position and, for public health and safety related positions, after the negative controlled substance test result is certified. The General Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled substance test result and/or the physician's fitness-for-work certification and that employment will be terminated if the controlled substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.
  - b. Employment will not occur if the individual refuses to cooperate in the examination and testing.
2. Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three (3) months have elapsed since the individual's last day of work for the District.
3. Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one (1) day prior to testing, if possible, with the individual to be tested provided minimal advance notice (no more than one (1) day, if practical).

4. When the individual to be tested reports to the medical facility for the scheduled examination and/or controlled substance testing, they must provide proof of identification, such as a driver's license photo or a state issued photo identification card.
5. All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.
6. District employment application forms shall contain a notice to applicants as follows:

All applicants for employment in public health and safety related positions, including those for temporary positions, shall be scheduled for drug/alcohol testing as part of the pre-employment medical evaluation. The final job offer will be contingent upon successful completion of the medical evaluation.

<b>Approve by Rancho Murieta Community Services District Board of Directors</b>	May 16, 2012
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