Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. An employee may be required to undergo a medical examination under the following limited circumstances:

   a. When the administrative authority has a reasonable belief that the employee's ability to perform or continue to perform the essential job functions of the employee's position is impaired by a medical (including a mental) condition; or

   b. When the administrative authority has a reasonable belief that the employee poses a direct threat to self and/or others due to a medical (including a mental) condition.

2. The administrative authority must consult with the Human Resources Department prior to issuing any directive to an employee that he or she must undergo a medical examination in accordance with this policy.

3. University Health Services will be made available to the employee for the examination, however, the employee may consult a private licensed health care professional at the employee's own expense. The responsibility for making the final determination as to whether the employee's ability to perform the essential job functions of his or her position is impaired by a medical (including a mental) condition or whether the employee poses a direct threat to self and/or others due to a medical (including a mental) condition rests with University Health Services.

4. The university will comply with the Americans with Disabilities Act’s directive that employers may only require medical examinations when such examinations are “job related and consistent with business necessity.”
Procedure

1. At the request of the supervisor/manager/director, the Human Resources Department will arrange a medical examination for the employee at University Health Services.

2. Following the medical exam, University Health Services will issue its determination and will work with the appropriate units for resolution.