


		Policy # 105
Subject: Pre-Employment Medical Reviews		
Responsible Department: Personnel Services		
Effective Date: 06/1985		Revision Date: 04/2024
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Purpose

The purpose of this policy is to provide guidance and direction regarding Sacramento County's (County) pre-employment medical review requirements with the intent to ensure consistency and equity in hiring practices.

Authority

- Board of Supervisors
- County Personnel Ordinance, Section 2.78.340 Medical Examinations
- Sacramento County Civil Service Rules Section 4
- Government Code Section 12945
- Federal Motor Carrier Safety Administration

Scope

This policy applies to all candidates for County regular and temporary positions, including applicants who are not currently employed with County and in some instances, existing County employees applying to other positions within the County.

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Policy

It is the policy of the County that all candidates being offered employment with the County must, as a condition of employment, be required to successfully pass the pre-employment medical requirements that have been identified as appropriate for the position. This is meant to ensure that all job candidates can perform the job duties of the position for which they are being considered and that their health and safety are not at risk or impaired with respect to the job.

It is also the policy of the County that all pre-employment medical reviews include drug testing to ensure worker fitness for duty and to protect employees and the public from the risks posed by using alcohol and controlled substances on the job.

The County's policy of drug testing all prospective employees is intended to comply with all federal and state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Required Pre-Employment Medical Reviews by Occupational Category

The Department of Personnel Services (DPS) has allocated each job class in County service to an Occupational Category based upon the physical and/or health and safety elements and demands of the job. The Occupational Category determines the pre-employment medical review requirements.

Occupational Category I

Job classifications designated under Occupational Category I require a pre-employment physical examination. The physical shall consist, minimally, of a physical examination, necessary lab (may include a blood draw) and diagnostic work and drug screening. Additional medical review/tests may also be required for certain job classes within Occupational Category I, in accordance with federal and state law, County policy and the applicable job class specifications.

Occupational Category II

Job classifications designated under Occupational Category II require only a pre-employment drug screening. Candidates for employment in Occupational Category II shall be required to sign a Statement of Physical Ability for Work confirming their ability to perform all the duties as outlined in the job class specification.

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If a candidate believes they are unable to do the full scope of the job duties, or is unsure of their ability to do the full scope of the job duties, they will be referred for a pre-employment physical as per the terms of Occupational Category I.

If a candidate is unwilling to sign said statement they shall either be referred for a pre-employment physical as per the terms outlined for Occupational Category I, or the County will rescind the conditional offer of employment.

Reasonable Accommodation

Candidates and employees have the right to request a reasonable accommodation under the Americans with Disabilities Act (ADA) and Civil Rights Department (CRD).

Confidentiality

The documentation and results of the pre-employment medical review are confidential and will be released only with the consent of the candidate, except that such reports will be available to the Director of DPS, or designee, Risk Management, Workers' Compensation, and the appropriate Department Head.

Addition of Job Classes to Occupational Categories

When a new job class is established, the Director of DPS, or designee, will review the requirements of the position(s) within the job class and assign the job class to the proper Occupational Category.

Appeal Procedure

If a candidate is disqualified from appointment to a position for failing to meet the medical standards for the job class, they may file a written request through the Civil Service Commission for a review of their disqualification in accordance with Section 4.8 of the Civil Service Rules governing 'Appeal of Medical Disqualification.'

Review

Every 5 years or sooner, if needed