

PRE-EMPLOYMENT PHYSICALS

<i>POLICY NUMBER:</i> 306
<i>DATE ADOPTED:</i> DECEMBER 19, 1989
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The Colusa County Code Chapter 16, Section 16-8 requires that every person employed by the County shall undergo a physical examination as a condition of permanent employment and that such physical examination shall be accomplished prior to commencing work. To accomplish that requirement the following policy is established.

I. Requests for the advertising and filling of any vacant permanent position must be approved by the Board of Supervisors. Such vacant positions include, but are not restricted to any position allocated to the Department that is vacant due to promotion, retirement, resignation, demotion, termination or creation of a new position.

II. Physical examinations will be conducted by the County Health Officer or such other private physician as provided by the Board. Successful completion of such physicals are a condition of employment and shall be completed prior to the individual being appointed by the Board of Supervisors. Physicals should be scheduled with the Health Department by vacant job title, it is not necessary to wait until you have the name of the successful applicant before scheduling the physical examination.

III. Completion of the physical exam shall be verified by the County Health Officer and submitted to the Department Head on a form provided by the County Auditor (Report of Physical Examination).

IV. The completed Report of Physical Examination form shall be attached to the Notice of Appointment and submitted to the Executive Secretary to the Board of Supervisors (duplicate) and to the County Auditor (original).

IV. The Executive Secretary to the Board of Supervisors will agendize appointments of employees when completed Notice of Appointment and Report of Physical Examination are received. Incomplete Notice of Appointments and Report of Physical Examinations shall be returned to the Department.

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POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY
Date Adopted:
Amended: