


|  | <b>ADMINISTRATIVE PROCEDURE MANUAL</b>            |                      |             |
|---|---|----------------------|-------------|
|   | <b>SECTION TITLE</b>                              | <b>NUMBER</b>        | <b>PAGE</b> |
|   | MEDICAL EXAMINATIONS                              | 03-0312              | 1 OF 1      |
|   | <b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b> | <b>DATE REVIEWED</b> |             |
|   | 6Hx7-3.1 Authority to Hire                        | May 8, 2024          |             |

## Purpose

The purpose of this procedure is to outline the process to be followed when the College requires an employee to have a medical examination.

## Procedure

- A. The appropriate supervising Vice President or the College President is responsible for recommending to the Chief Human Resources Officer (CHRO), or designee, that the College should require an employee to have a medical examination and to provide the work-related business justification in writing to support the recommendation.
- B. The CHRO, or designee, is responsible for forwarding the recommendation to the Office of General Counsel for review and legal opinion. If so indicated, the CHRO, or designee, will notify the employee in writing of the request for a medical examination.
- C. The employee shall be responsible for scheduling the required examination and providing a return-to-work authorization from the examining physician to the CHRO, or designee. The CHRO, or designee, in consultation with the Office of General Counsel, will advise the appropriate Vice President or College President as to whether the employee is eligible to return to work.
- D. The CHRO, or designee, is responsible for ensuring that the original report of the examination is placed in the limited access section of the official personnel file of the employee.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: March 3, 2015, August 22, 2016, June 28, 2023

Reviewed Date: May 8, 2024