

**Metropolitan Library System
Medical Exam Policy**

All individuals offered and who accept employment in a staff position must be able to perform the essential functions of the position with or without reasonable accommodation. This policy establishes guidelines for post-offer, pre-employment and return to work medical examinations for applicants and employees in certain staff positions.

This policy applies to individuals who have received an offer of employment or are returned to work following an injury or medical leave from the Metropolitan Library System (if the returning employee has requested an accommodation or if the employee's medical condition could result in a direct safety threat to the employee, public or other employees) in the following job classifications:

- Mail Clerk/Substitute Driver
- Delivery Lead
- Route Driver (Full or Part Time)

The medical exam will include a functional capacity test based on the requirements listed in the MLS job description.

All post-offer, pre-employment testing will be conducted by a licensed independent medical laboratory selected by MLS, which will follow established testing standards. A post-offer medical exam will be scheduled within 24 hours of the offer of employment. No individual may begin employment or return to work following a medical leave before the successful completion of the medical exam.

Employees returning to work following a medical leave (if they have requested an accommodation or if their medical condition could result in a direct safety threat to the employee, public or other employees) have the option of having the medical exam conducted by a licensed independent medical laboratory selected by MLS, or they may choose their own licensed medical professional at their own expense. Employees returning to work following a medical leave will be provided with a copy of the appropriate job description as well as a release form to ensure a proper evaluation by the licensed medical professional.

Candidates or returning employees who refuse to submit to or fail to show up for a medical exam will no longer be considered for employment. If a candidate fails the medical exam, the employment offer will be formally withdrawn (if such withdrawal is job-related and consistent with business necessity) and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment. Employees returning to work who fail the medical exam will be provided with a copy of the test results and may be remanded to further treatment or have their employment terminated, subject to and in accordance with ADA guidelines.

All records concerning test results will be kept confidential in medical files which are maintained separately from MLS's personnel files.

Notification of this policy will be made to applicants for employment through posting.