

CORPORATE POLICY

SUBJECT: Medical Attention as Hours of Work

CATEGORY: Human Resources
ORIGINAL DATE: September 15, 1990
REVIEWED DATE: November 28, 2017
REVISION DATE: November 28, 2017

I. POLICY:

Under certain circumstances, Lake County Risk Management may require employees to undergo testing or examination from a qualified medical professional. Employees who receive medical attention at the direction of Lake County Risk Management shall consider such time as hours of work. This does not include pre-employment physicals, treatment received for on the job injuries or medical attention after initial treatment for an injury.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

- A. Human Resources may arrange for an examination when there is reason to suspect the employee is impaired, injured or ill, which may prevent the employee from performing the essential functions of their job in a safe and efficient manner.
- B. Human Resources may arrange for periodic medical screening such as testing for adverse health effects of on the job exposures.
- C. Employee occupational medical records should only be kept in Human Resources and, in compliance with the law, must be kept separately from employment records.
 1. The occupational medical file for each employee may contain any of the following:
 - a. the pre-employment medical examination;
 - b. periodic examinations as mandated by regulation or a physical maintenance program;
 - c. any special examinations conducted at County expense to assess the effects of a work-related exposure or incident;
 - d. any fitness for duty examination conducted at County expense; and
 - e. any Leave of Absence related documentation which addresses a medical condition or diagnosis.
 2. Employees may inspect their occupational medical records within 7 (seven) days of presenting a written request to the Human Resources Manager.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____