

PRE-EMPLOYMENT PHYSICAL GUIDELINES/PROCEDURES

Effective November 1, 2007

Approved October 22, 2007

1. Upon a Conditional Offer of Employment (see attached), applicants that are full-time, part-time, or temporary will undergo a pre-employment physical.
2. Any employee being promoted, transferred, or demoted shall follow pre-employment physical guidelines if the position involves a change in physical abilities required to perform the job.
3. Services will be contracted with a local service provider. Due to state requirements, the Sheriff's office must have a doctor to conduct the physical.
4. Alexander County Human Resources shall provide the contracted services provider with a detailed job description. Service provider shall complete the attached physical examination form and sign off on the job description approving/disapproving what portions of the essential job functions can or cannot be performed by the applicant and submit to the Human Resources Director. Essential functions that cannot be performed on a permanent basis as deemed by service provider must be evaluated by the Human Resources Director in consultation with the department head and the County Manager for evaluation of reasonable accommodations as defined in the America's Disability Act. The Sheriff's Office, Register of Deeds, DSS, Health, Board of Elections, and Cooperative Extensions highest level of authority or board members shall be the final authority for pre-employment physical results for those departments.
5. The requirement to have a pre-employment physical shall be communicated on all vacancy announcements, through the local television station, County website, Employment Security Commission, and any other means of advertisement.
6. New employees shall not begin work until a pre-employment physical has been completed and evaluated by service and approved by the Human Resources Director.
7. All communications regarding physical results shall be received in Human Resources and maintained in the employees medical history file. Management shall be notified of medical conditions on a need-to-know basis ONLY if condition is job related and consistent with business necessity with the exception of the departments stated in # 4 of this document. Copies of the pre-employment physicals shall be forwarded to the following departments for medical files: Department of Social Services, Health Department, Register of Deeds, Board of Elections, Cooperative Extension and Sheriff's Office.
8. It shall be the discretion of the Sheriff's Office and Register of Deeds whether or not pre-employment physicals shall be conducted. If physicals are conducted in these departments, said guidelines described above shall consistently be applied.

ALEXANDER COUNTY
CONDITIONAL OFFER OF EMPLOYMENT

This is a conditional offer of employment. You must meet the below listed terms and conditions before being hired by the Alexander County _____ Department. A final offer of employment will be extended to you only after you have satisfied all the requirements established by the Department. All applicants for the listed position of _____ are required to comply with these same conditions.

As an applicant within Alexander County, you must comply with the following terms and conditions (check applicable terms and conditions):

- 1. Evidence and confirmation of educational credentials.
- 2. Satisfactory post-offer employment physical and drug test.
- 3. Satisfactory completion of criminal background check.
- 4. Evidence of eligibility to work in the U.S.
- 5. Comply with any additional requirements specified by the Department which may include:
 - Specialized Training _____
 - Special License/Certifications (specify): _____
 - Other (specify): _____

Assuming favorable results are received, and you choose to accept our offer, we will extend a verbal final offer of employment. Please feel free to contact _____ at (828) _____ - _____ or Human resources at 828-632-1132 in the interim should you have any questions.

Please be aware that this letter does not constitute a guarantee or contract of employment. Accordingly, you or we shall withdraw the conditional offer for any reason at any time.

I have read and understand the above conditional offer of employment.

Applicant Date

Agency Representative Date