



## HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:13

# Pre-Employment Physicals

## COVERED EMPLOYEES

- All employees.

## BOT POLICY

**Sec. 6-201. Statement of Principles.** It is the responsibility of the President, or his/her designee, to establish and administer recruitment methods that will serve to attract large, diverse applicant pools that will allow the University to select and hire qualified, talented employees while complying with applicable laws, regulations and policies.

## HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. The University does not routinely require pre-employment physical examinations. However, there may be some specific positions for which pre-employment physicals are required.
- II. Guidelines
  - A. The University will follow the established guidelines of the Michigan Commission on Law Enforcement Standards (MCOLES) and/or other appropriate agencies/laws when hiring Public Safety officers.
  - B. In some instances, after consultation with Human Resources (HR), the hiring department may have identified essential job duties and have stated that a physical examination will be required to insure that the selected applicant will be able to perform the essential function(s) of the job with or without reasonable accommodation. The University will then require that, after the conditional offer of employment is extended, the selected candidate take, and pass, a physical examination that is related to the performance of the essential functions of the job. The hiring is contingent upon successful completion of the physical exam.
  - C. The University will comply with the provisions of the Americans with Disabilities Act and with the Michigan Persons with Disabilities Act.

D. The University will follow any applicable federal and state laws as well as any applicable governing organization guidelines when carrying out this policy.

**RESPONSIBILITY**

Supervisor: Consult with Human Resources.

Refer Questions To: *Human Resources*