



Policy:	Pre-Employment Physical Exam	
Date: May 16, 2000	Revision Date: July 28, 2013	Approved by: Human Resources

I. POLICY STATEMENTS

Employee turnover and operating expenses are reduced by hiring properly qualified personnel for each position. As a result, EMWD is implementing the Work steps evaluation program for pre-employment physicals, and will initially be used only to evaluate persons offered the position of Meter Reader. This program is utilized to document potential problem areas for the benefit of both employees and employers, and is in compliance with regulations created by the Americans with Disabilities Act (ADA).

II. PROCEDURES

1. Applicants will be interviewed by authorized District staff members, and the best applicant for the job will be employed contingent upon the results of drug testing and pre-employment physical.
2. The selected applicant will be offered the position, and requested to comply with the pre-employment physical and urinalysis drug screening. The applicant will be asked to sign a “Consent for Drug Screen” form at this time in the process.
3. The applicant will be asked to voluntarily submit to a pre-employment physical examination by a licensed occupational or physical therapist and their staff chosen by EMWD. Should the applicant feel he/she cannot perform any part of the essential job elements, a request for reasonable accommodation will be considered.

Any applicant who refuses to voluntarily submit to any part of the pre-employment offer process, or who fails to complete any part of this process, or who in the opinion of EMWD, based on information developed as a result of this testing process, is not suitable to perform the tasks for which he/she is applying, shall be certified by an EMWD representative as “unsuitable for employment.

Those applicants who successfully complete the above pre-employment offer testing process to the satisfaction of EMWD will be certified as acceptable for employment without stipulation.

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All Meter Reader applicants who are applying for re-employment after a continuous absence of 30 days will be required to complete this pre-employment physical before being recertified as "suitable for job placement."

The costs of all pre-employment testing procedures will be paid by EMWD, and the company's decisions in all pre-employment offer testing matters are final.

EMWD is an equal opportunity employer and will not discriminate against applicants because of race, religious background, color, national origin, ancestry, disability (including HIV and AIDS), medical condition (including cancer), or marital status, veteran status, political affiliation, genetic code, worker's compensation record, pregnancy, sexual orientation, gender or age (40+).

AUTHORIZED SIGNATURES ON FILE