



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	Use of Occupational Medicine Services		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources Services	
CODING:	30-01-20-50:00	ADOPTED:	7/01/90	AMENDED:	3/12/2010
LAST REVIEWED: 3/12/2010					

PURPOSE:

To set policy regarding use of the University’s Occupational Medicine Service.

RESPONSIBILITY:

The Vice President for Human Resources shall ensure compliance with this policy. The schools/operating units and the departments that provide occupational medicine services for each campus shall implement this policy.

APPLICABILITY: This policy applies to University staff employees (non-faculty).

REFERENCE:

Management of Occupational/Educational Exposures of HIV, HBV and HCV, University Policy # 00-01-40-40:10

POLICY:

1. The University shall comply with all applicable laws, regulations, rules and standards regarding employment and annual physical examinations of staff members. In addition, the University is committed to developing programs to protect and improve the health of its staff members.

2. Staff members serving in positions which require physical examinations and/or screening tests shall undergo such physicals and screenings upon the acceptance of employment. The Human Resources Generalists shall refer new hires to the appropriate campus Occupational Medicine Service to schedule the required physicals and/or screenings. The physicals or screenings shall continue (periodic exam) during employment, if required.

3. Temporary staff (within specific job titles) assigned to healthcare units subject to Joint Commission review, may likewise be required to have medical screenings in order to be in compliance with Joint Commission requirements.
4. The University may require that a staff member undergo additional medical examinations or screenings, as necessary, to protect the health and safety of its work force, patients and visitors.
5. The University may also require staff members to undergo certain prophylactic immunizations.
6. Such screenings and/or immunizations are provided at no charge to the staff member by the University's Occupational Medicine Service on each campus.
7. Services provided by the Occupational Medicine Service for contracted temporary employees shall be charged to the school/operating unit to which the temporary employee is assigned through Interdepartmental Transfer (IDT).
8. For non-work related illnesses, injuries and conditions, staff may use the health delivery services of the University and its affiliates in accordance with the operating rules and regulations of each health care delivery unit. Except in cases of emergency, such visits shall be scheduled during the staff member's non-working hours. Staff who must leave their work area during working hours must obtain prior authorization from their supervisors.
9. Failure to undergo required physicals, screenings and/or vaccinations may result in suspension of the staff member from his/her position without pay. Failure of staff to fulfill the requirement within ten (10) working days may result in termination.

By direction of the President

Vice President for Human Resources