

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1.1

Subject: Post-Employment Offer Physical

Effective Date: April 1, 1999

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

- A. The purpose of this policy is to outline responsibilities and provide procedures to follow in conducting uniform post-employment offer physicals and/or drug screens for applicants selected for employment.

II. RULES/PROCEDURES

- A. Each applicant selected for hire shall be informed by the Personnel Staff that his/her employment will be contingent upon passing a post-employment offer physical examination and/or drug screen/test.
- B. Civil Service employees of the Police and Fire Departments are required to pass a post-employment offer physical examination and drug screen. All other employees are required to pass a post-employment offer drug screen only.
- C. Personnel staff shall contact the drug screening facility and shall schedule a post-employment offer physical and/or drug screen for each applicant selected for employment.
- D. The applicant shall be informed by Personnel staff at the time of the employment offer that failure to report as scheduled for the post-employment offer physical and/or drug screen may result in the withdrawal of the employment offer.
- E. The Personnel Department shall complete the necessary documentation on each applicant (i.e.: fit or unfit for the job, pass/fail).
- F. It is the responsibility of the Personnel Staff to inform the applicant at the conclusion of the post-employment offer physical examination whether he/she is fit or unfit for the job (pass or fail).
- G. Any questions pertaining to the outcome of a post-employment offer physical and/or drug screen examination shall be directed to the Personnel Department.

- H. The results of the post-employment offer physical and/or drug screen examination will be retained by the Personnel Department. Medical information is confidential and will not be released to persons and agencies not entitled thereto under current law.
- I. Selected applicants residing outside a 125 mile radius of Beaumont may be allowed to have their post-employment offer physical and/or drug screen administered by a drug screening facility within the applicant's local area.
- J. Personnel will determine when a post-employment offer physical and/or drug screen will be administered outside of Beaumont based on the overall cost to the applicant (i.e.: transportation vs. cost of physical and/or drug screen).