

## 409 - JOB RELATED MEDICAL ASSESSMENTS

---

### **Section 409.01 Purpose**

Fort Bend County may require employees and candidates for employment to undergo a medical assessment, including tests, screenings and examinations, when deemed appropriate. The purpose of any medical assessment shall be to detect the presence of any physical and/or mental impairment that may affect the individual's ability to safely perform the essential functions of the job with or without reasonable accommodation(s).

It is Fort Bend County's policy to comply with the Department of Transportation (DOT) and Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) requirements for medical assessments.

### **Section 409.02 Pre-placement Screening**

All candidates for employment who have received a conditional offer of employment for one of the below listed positions will be required to undergo a medical assessment. Current employees transferring into these positions may also be required to undergo a medical assessment if they did not undergo a similar assessment when originally hired.

The type(s) of medical assessment may vary depending on the requirements of the position and will be job related and consistent with business necessity.

The following list is non-exhaustive and subject to change without notice:

- Positions that require a Commercial Driver's License (CDL) and/or perform DOT defined safety-sensitive duties (e.g. Equipment Operator and Mechanic)
- Positions with duties that are performed primarily outdoors (e.g. Laborer (including part time and temporary) and CSR Facilitator)
- Positions that require the employee to have contact with medicines or drugs (e.g. Paramedic, Nurse)
- Positions which may pose a risk of physical altercations (e.g. Detention Officer)
- Positions which require frequent contact with animals (e.g. Animal Control Officer, Kennel Technician)
- Positions that require frequent lifting/carrying of heavy objects or climbing, crawling, bending and stooping (e.g. Maintenance Worker, Custodian, Technical Support Specialist, Communication Specialist)
- Positions that require TCOLE certification and all positions in the Sheriff's Office (e.g. Deputy, Fire Marshal, Environmental Investigator, Bonding Clerk)

**Section 409.03  
Facility**

Fort Bend County Human Resources shall coordinate the pre-placement physical process and designate the medical facility(s) to be used. The County may bear the cost of the pre-placement exam if performed in accordance with Human Resources' guidelines.

**Section 409.04  
Successful  
Completion and  
Reasonable  
Accommodation**

Candidates must successfully pass the medical assessment, as determined by the health care provider, relative to the essential functions and physical requirements as listed in the job description. Candidates who seek a second opinion, or who are required to seek additional assessment or treatment prior to placement, will be responsible for any further costs incurred.

Fort Bend County will attempt to provide a reasonable accommodation, if an accommodation is requested, to enable an individual with impairment or disability to perform the essential functions of their position.

**Section 409.05  
Recertification  
Physicals (DOT)**

Drivers who hold a commercial drivers license (CDL) and operate a commercial motor vehicle (CMV) for public employers in intrastate commerce are exempt from the medical physical assessment requirements of the Department of Transportation (DOT) as per §49 CFR 390.03(f)(3). However, in the interest of driver and public safety, Fort Bend County shall require that employees who may operate a CMV on County business substantially meet the standards of the medical certification guidelines of §49 CFR 391.41-49.

Human Resources will coordinate the medical certification physicals and designate the medical facility to be used. If an employee chooses to use an alternate facility to complete the medical certification, Human Resources and Risk Management reserve the right to require that the employee also obtain certification at the designated facility or other facility as agreed upon by HR, Risk Management, and the employee. The employee will be responsible for costs associated with any certification not completed at the designated facility, and the medical examiner completing the exam must be listed on the National Registry of Certified Medical Examiners (§49 CFR 391.101-115).

If an employee is deemed medically unfit to operate a CMV Human Resources, Risk Management and the employee's department will work with the employee to determine a course of action.

**Section 409.06  
Safety Concerns**

Fort Bend County reserves the right to request an employee undergo a medical assessment if deemed necessary to protect the safety of the employee and/or others. Such assessments will be job related and consistent with business necessity.

**Section 409.07  
Confidentiality**

Any information relating to the results of a medical assessment will be retained in a file separate from the employee's personnel file in the Human Resources Department.

**Section 409.08  
Authority**

This policy shall in no way restrict the authority of supervisory personnel to assign tasks to employees under their supervision, which are not specifically listed in the job description.

# FORT BEND COUNTY EMPLOYEE INFORMATION MANUAL

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
January 31, 2003  
Revised: September 30, 2003  
Revised: November 20, 2012  
Revised: June 28, 2016