

SECTION: Business Affairs/Human Resources and Risk Management
SUBJECT: Pre-Employment Physical Examination

ISSUED BY: Human Resources and Risk Management
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE:

Policy

At the time of employment an employee may be required to take a medical examination. If such an examination is requested, then it is for the employee's own protection as well as his or her fellow workers. This will assure that the employee will do their work safely and efficiently. In addition, an employee could be requested to take an examination at any time during their employment with Asbury College at the College's expense. If an examination is required, it will be paid for by the College and no employment will be final until the physical exam is completed, and will be totally at the discretion of Asbury College.

Procedure

As a matter of procedure, it will be our practice to always require a physical exam of all full-time staff employees hired in Physical Plant, Information Services, Vending, Security, CPO, Bookstore, and the Library. This will include Operating Engineer position as well as the Manager of Security. Physicals for regular part-time employees in these areas will be considered on a case-by-case basis