

# Rock Valley College

## Pre-Employment Physical Examinations and Fitness-for-Duty Examinations

### RVC Administrative Procedure (3:20.100)

#### A. Purpose

This procedure outlines the process for conducting pre-employment physical examinations for new hires and fitness-for-duty evaluations for current employees in designated positions at Rock Valley College.

#### B. Scope

This procedure applies to:

- SSA Positions (including FPOM and Truck-Driver Training Instructors),
- FOP Positions (Police Officers), and
- Any other positions identified by the College requiring physical capability verification or fitness-for-duty assessment.

#### C. Department and Primary Point of Contact Involved

Human Resources: Benefits & Wellness Coordinator  
RVC Police Department

#### D. Definitions

**Designated Position:** A position that requires specific physical capabilities (e.g., lifting requirements, reaching, carrying, stamina, or other job-related physical demands).

**Physical Examination (Pre-Employment):** A health assessment conducted after a conditional job offer to confirm that a new hire can safely perform the essential functions of the position.

**Fitness for Duty Examination:** A medical evaluation to determine whether an active employee can safely and effectively perform their job duties to concerns related to physical or mental capacity.

#### E. Procedures

##### Pre-Employment Physical Examinations (New Hire)

1. Positions that require pre-employment physical examinations will be identified by the Human Resources department based on the documented physical requirements in the job description. Employees selected for designated positions will be informed in writing through a conditional offer letter that a physical examination is required as a condition of employment. The pre-employment physical examination will be covered at the College's expense.

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2. The Benefits & Wellness Coordinator will provide the employee with the date, time, and the location for the examination, along with any instructions and materials the employee must bring or prepare. If the employee is unable to attend the scheduled appointment, they must notify Human Resources at least **48 hours in advance** in order to reschedule.
3. If the employee is found to be fit for the position, they may proceed with onboarding and assume their duties without restrictions. If the examination identifies limitations that prevent the employee from performing the essential functions of the position, Human Resources will work with the individual to determine whether reasonable accommodations can be made or whether other options are available.

## **Fitness-for-Duty Examinations (Current Employees)**

1. A fitness for duty examination may be required if an employee exhibits signs that they may no longer be able to safely or effectively perform the essential duties of their position.
2. These signs may include:
  - Consistent decline in job performance
  - Observable physical or mental health issues
  - Behavior concerns affecting the safety of the employee or others
  - Reports of dangerous actions or conduct from peers, supervisors, or the public
3. The examination will be conducted by a physician selected by the College, at the College's expense. The employee may choose to designate their own Board-Certified Physician to conduct the examination.
4. All results from the fitness-for-duty examination will be kept confidential and only shared with relevant parties. If the employee is found to be fit for duty, they will be returned to their position. If the employee is found unfit for duty, Human Resources will meet with the employee and supervisor to discuss possible accommodations, alternate duties, or leave options, that are consistent with college policy and any applicable Collective Bargaining Agreements.

## **F. Compliance with Collective Bargaining Agreements**

Any procedures related to physical examinations and fitness-for-duty evaluations will be administered in accordance with the applicable collective bargaining agreements (CBA) of employees. Where applicable, the College will ensure that the terms of the CBA regarding the process, timing, and choice of medical provider are followed.

**Reference:** Board Report 2431

**Implemented:** June 22, 1974

**Revised:** April 8, 2014; November 26, 2025