
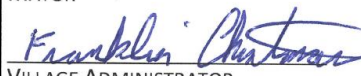



POLICY AND PROCEDURE STATEMENT

| | | | | |
|--------------------------------------|--|---|--------------------------|-------------|
| SUBJECT PHYSICAL EXAMINATIONS | PAGE 1 OF 1 | DATE EFFECTIVE JUNE 1, 2018 | | |
| SECTION/POLICY NO. 2.04 | APPROVED BY | SUPERSEDES VOA III-C, OCTOBER 1, 2003 | | |
| PREPARED BY VILLAGE ADMINISTRATOR |  MAYOR  VILLAGE ADMINISTRATOR  PERSONNEL/BENEFIT COMMITTEE | APPROVAL DATE | ISSUE DATE 12/31/2017 | REVIEW DATE |
| REFERENCE | | DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES | | |

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. All employees are required to submit to an employment health screening prior to beginning their first day of work, if required by specific Job Description.

PURPOSE:

- I. To determine minimum standards.

PROCEDURE

- I. Current health status will be retained in a separate, locked file with access only by the supervisor on an as needed basis. Such documents may include:
 - Annual health screening.
 - TB screening
 - Immunization history.
 - Documentation of rubella vaccination.
 - Documentation of HBV vaccination.