


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Pre-Employment/Post-Offer Physical Examinations
	Policy Reference No:	4-5
	Release Date:	6 January 2023
	Approved By:	Joseph D'Arco Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

For employment in specific positions as set forth in these policies, a new employee may be required, after receipt of a Conditional Offer of Employment and prior to commencing employment onboarding, to successfully pass pre-employment physical examinations to insure they can perform the duties of their position without injury to themselves or others.

All physical examinations shall be conducted by a provider of the Township's choosing and shall be at the Township's sole expense. The medical provider shall be provided a copy of the Candidates' intended Job Description which shall be used to determine fitness for duty.

The same post-offer physical examination shall be performed on all applicants for a particular position.

Pre-employment / post-offer physical examinations shall be required for the following positions:

Sworn Police Officer

Full-Time Office personnel (exempt and non-exempt)

Public Safety Telecommunicator's (full-time, part-time or per-diem)

School Crossing Guards (full-time, part-time or per-diem)

Full-Time Public Works personnel (exempt and non-exempt)

Volunteer Firefighters

Volunteer Rescue Squad Members

All other part-time, per-diem, volunteer personnel (exempt and non-exempt) including appointed and elected members of boards, committees, commissions, or agencies will not be required to undergo a pre-employment/post-offer physical examination unless otherwise required by law.

Current employees of changing employment categories (i.e. part-time to full-time) shall be required to complete the pre-employment/post-offer physical examination for the proper category.

Only the Office of the Township Manager (and the Chief of Police for Sworn Police Officers) shall receive results of the pre-employment/post-offer physical examination. After review by the Township Manager (and the Chief of Police, if applicable) all results shall be sealed in an envelope bearing the Candidate's name, marked "MEDICAL RECORDS - CONFIDENTIAL," and retained in a separate location from Employee Personnel Files. Results of pre-employment medical

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screening are not considered public record and shall not be subject to release under the Open Public Records Act.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified applicability to include volunteers, revised authority, changed release date	MAC
2	6 January 2023	Changed Approver from Cavallo to D'Arco	JD