

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Examination	
Procedure No. 3160-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3160-Physical Examination</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

<p>Describe relevant background to the implementation of the policy.</p> <p>Provide a safe working environment.</p>

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities: - A medical examination may be required at any time in conjunction with an employee's job performance or to determine fitness of duty.	

3. Action Steps

<p>Describe the action steps relevant to the implementation of the policy.</p> <p>-refer employees to the physician designated by the Board of Education as necessary.</p>
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4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.