

**CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Physical Examination</b>	
Procedure No. 4160-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4160-Physical Examination</u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

A medical examination may be required at any time in conjunction with an employee's job performance or to determine fitness of duty.

**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**

Describe the action steps relevant to the implementation of the policy.

--refer employees to the physician designated by the Board of Education as necessary.

#### **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.