

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.16 (21.1)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/06/05

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPERSEDES: 06/16/04
PHYSICAL EXAMINATIONS**

I. PURPOSE

This Policy is intended to provide direction for department directors whose personnel may require physical examinations prior to or during employment with the City of Chesapeake.

II. POST-CONDITIONAL OFFER PHYSICAL EXAMINATIONS

Certain job classifications require a post-conditional offer physical examination. A list of classifications requiring physical examination is included as an addendum to this Policy. The Department of Human Resources shall maintain a list of approved physicians or medical facilities for this purpose.

If an applicant has been offered conditional employment in a job classification that requires a physical examination, the physical becomes a condition of employment. The applicant must pass the physical to become employed by the City of Chesapeake.

A current employee who applies and receives a conditional offer for a different job classification which is listed on this Policy addendum is required to submit to and pass a physical examination prior to appointment to the new position.

The City will pay the cost of the initial post-conditional offer physical examination.

If a candidate does not pass the physical examination administered by the City, he/she can seek a second opinion from a personal physician. This opinion must be referred back to the physician acting on behalf of the City for a final determination. The second opinion shall be obtained at the candidate's expense.

In certain cases, the City's physician can require further testing by a specialist. Any specialist exams requested by the City's physician, as a part of the post-conditional offer medical examination process, will be at the applicant/employee's expense.

III. ANNUAL PHYSICAL EXAMINATIONS

Annual physical examinations are required for all sworn Police and Fire personnel. Examinations will be scheduled by the department, and the results reported to the Fire and Police Chief, as appropriate. The City will pay the cost of the annual physical examination for sworn Police and Fire employees.

Dr. Clarence V. Cuffee, City Manager

Date

City of Chesapeake Positions Requiring Physical Examinations*

| | |
|--------------------------------------|--------------------------------------------|
| Animal Control Officer I, II | Electronic/Comm. Technician |
| Animal Control Supervisor | EMS Officer |
| Animal Control Coordinator | Environmental Inspector I, II, III |
| Assistant Streets Administrator | Equipment Training Coordinator |
| | Evidence Technician I, II, III |
| | Evidence Technician Trainee |
| Bacteriologist I, II | |
| Banquet Captain | Facility Maintenance Technician I, II, III |
| Banquet Worker | Fire Personnel (Uniform) |
| Bridge Maintenance Mechanic I, II | Fleet Service Specialist |
| Bridge Superintendent | Fleet Service Coordinator |
| Bridge Tender | Food Service Aide |
| Building Inspector I, II, III | Food Service Assistant Supervisor |
| Building Maintenance Coordinator | Food Service Supervisor |
| Building Maintenance Mechanic I, II | |
| | General Supervisor |
| Cardiac Technician | Groundskeeper |
| Chemist I, II | |
| Children's Counselor I, II | Housekeeper I, II |
| Class I Water Treat Plant Operator | Housekeeper Supervisor |
| Class II Water Treat Plant Operator | |
| Class III Water Treat Plant Operator | Jordan Bridge Supervisor |
| Combination Inspector Technician | Juvenile Intake Specialist |
| Combination Inspector I, II | Juvenile Intake Supervisor |
| Conference Center Lead Worker | |
| Construction Inspector I, II, III | Laboratory Technician |
| Cook | Laborer |
| Courier | Laborer/Operator |
| Crew Leader | Laundry Worker |
| Crew Supervisor I, II, III | Lead Water Treatment Plant Operator |
| Crime Analysis Specialist | |
| Cross Connection Inspector | Mail Clerk |
| Custodian/Groundskeeper | Maintenance Worker |
| Customer Service Mechanic | Mechanic I, II, III, IV |
| | Mechanic Supervisor |
| Deputy Sheriff | Mechanical Inspector I, II, III |
| Dispatcher I, II | Meter Shop Supervisor |
| Dispatcher Trainee | Motor Equipment Operator I, II, III, IV |
| Dispatcher Supervisor | |
| | Operations Coordinator |
| Electrical Inspector I, II, III | |
| Electrician I, II, III | |
| Electronic/Comm. Supervisor | |

Park Ranger I, II
Plumbing Inspector I, II, III
Police Personnel (Sworn)
Pump Station Mechanic I, II

Water Production Maint. Worker
Water Quality Supervisor
Water Services Superintendent
Welder

Recreation Coordinator (Park Manager)
Recreational Leader

Zoning Inspector I, II, III

School Crossing Guard
Security Officer I, II
Senior Children's Counselor
Senior Dispatcher
Senior Videographer
Shelter Attendant
Sign Fabricator I, II
Storekeeper I, II
Storekeeper Supervisor
Survey Party Aide
Survey Party Supervisor
Survey Party Technician

**Pre-employment, promotion*

Team Leader
Telephone Maintenance Technician
Thermal Storage Plant Operator
Tradeshelper
Traffic Signal Technician I, II

Utility Locator
Utility Electronics Technician I, II

Van Driver
Vehicle Parts Supervisor
Veterinary Technician
Videographer

Waste Management Administrator
Waste Management Inspector
Waste Management Operations Supt.
Waste Management Operator I, II
Waste Management Worker I
Water Meter Technician I, II, III, IV
Water Production Maint. Mechanic
Water Production Maint. Supervisor