

**TOWN OF NEEDHAM
PRE-EMPLOYMENT PHYSICAL POLICY
EMPLOYMENT AND HIRING #106**

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that pre-employment physicals are administered in a fair, efficient, and effective manner, for those positions as required by Collective Bargaining Agreement or to comply with Federal Department of Transportation (DOT) Law.

2. APPLICABILITY

This policy applies to represented employees in Town service, exclusive of those employees under the supervision and control of the School Committee, whose collective bargaining agreement contains the pre-employment physical provisions. Specific provisions in collective bargaining agreements may apply and should be reviewed in conjunction with this policy. This policy applies to existing employees, including part-time or non-represented employees, being hired into applicable represented positions that may contain pre-employment physical provisions.

Non-Represented employees will not be required to undergo pre-employment physicals at the time of hire.

3. DEFINITIONS

Refer to Policy #100 Definitions for the definition of commonly used words and phrases.

4. POLICY

It is the policy of the Town of Needham that employees, as required by Collective Bargaining Agreement or to comply with Federal Department of Transportation (DOT) Law, will undergo a physical examination conducted by a Town-designated physician, after a conditional employment offer is made and prior to commencing employment in a benefit eligible position. The purpose of this examination is to determine a prospective employee's current fitness to perform the essential functions of the job which he/she has been offered, with or without reasonable accommodation.

5. EXCEPTIONS

The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.