

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-4
		Original Adoption	02-09-1987
		Revision #	4
		Last revision date	April 2008
Section Title	Employment		
Subject	Physical Requirements		

This section covers regular full-time and regular part-time employees.

Following an employment offer to a position with the City of Helena, a selected applicant may be required to pass a pre-employment physical examination. Positions requiring such an examination must have job-related physical standards documented in the position description. The City will pay for such examinations.

Department heads may require an employee to have a physical examination at any time after determining that an employee's job performance may be affected by health problems. An employee may also be required to have a physical examination upon accepting a new position which has job-related standards documented in the job or classification description. Such examinations shall be at the City's expense. The City may designate the physician to conduct such an examination.

Employees in certain positions may be required to pass a physical examination periodically to meet the physical fitness standard requirements of their job. Such an examination shall be at the City's expense and the physician may be designated.

"Reasonable Accommodation" must be considered for any employee or applicant who is otherwise qualified for a position. This includes employees who become physically unable to perform duties during employment. Requirements will be evaluated on a case-by-case basis. Employees are required to make requests as soon as they are aware of a physical condition that may limit their ability to perform an essential function of their position. This information should be provided to the Human Resources Director, who will work with the supervisor and Department Head. Employees may be required to use personal leave until the results of the physical exam are obtained and evaluated.