

UIC POLICIES AND PROCEDURES

NUMBER
315

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Employment Health/Fitness Evaluations	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish a policy for the physical examination and health evaluation of all employees and to promote a healthy and safe working environment at UIC.

SOURCES AND BACKGROUND

The General Rules Concerning University Organization and Procedure
Medical Center Policy - IC 2.05 Immunization of Employees to Varicella, Measles, & Rubella

APPLICABILITY

All UIC employees and volunteers

POLICY

Employees and volunteers may be required to take a pre-placement/post-offer health/fitness examination and present medical evidence of their suitability to perform the essential functions of the job. Teaching and research assistants who are enrolled as students at UIC, adjunct and visiting faculty, and postdoctoral research associates (except those in Biology, Micro-immunology, and Physics) are exempt from this requirement. All newly hired medical center employees and volunteers must have a pre-employment Health clearance, assure protection of employees and patients from preventable infectious diseases.

Teaching and research assistants who are enrolled as students at UIC, adjunct and visiting faculty, postdoctoral research associates (except those in Biology, Microimmunology, and Physics), and student employees, are exempt from this requirement. Faculty, staff members, and volunteers are required to have a health/fitness evaluation and to present medical evidence of suitability to perform the essential functions of the job if their duties include exposure to any of the following:

- University of Illinois Hospital and Clinics patients;
- laser, radioisotopes, ethylene oxide, radiation;
- carcinogens, cytotoxic drugs;
- blood/body fluids; or
- required to lift/move heavy items.

Those for whom medical evaluation is required for facility licensure, e.g., Biological Resources Laboratory or UIC Children's Center, are also required to have a health/fitness evaluation. Failure on the part of the employee to take any required health/fitness evaluation after being notified to do so will result in termination of University employment.

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PROCEDURES

RESPONSIBILITY

- 1a. Hiring Official
- 1b. Human Resources
2. University Health Service Physician
3. Department/Unit Head or Medical Center

ACTION

Schedules an appointment for an academic hire with University Health Service for a Health/Fitness evaluation.

Schedules an appointment for a civil service hire (excluding Medical Center employees) with University Health Service for a health/fitness evaluation. NOTE THAT MEDICAL CENTER EMPLOYEES MUST BE SCHEDULED AT LEAST 10 DAYS PRIOR TO EXPECTED START DATE; EMPLOYEES WILL NOT BE ALLOWED TO WORK WITHOUT HEALTH CLEARANCE. MEDICAL CENTER HR will schedule their employees.

Performs pre-placement/post-offer health/fitness evaluation. Informs employee of any follow-up required and returns health evaluation clearance to the Department/Unit Head, in the case of academic employees, or HR in the case of civil service employees, with an indication that physical examination has or has not been completed. Health Clearance forms for Medical Center employees are sent to the Medical Center Human Resources office instead of the department.

Follows up with employee if physical examination has not been completed.