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## CITY OF GREENVILLE

POLICY NO: HR-23


DATE: March 30, 2015


SUBJECT: Employee Health and Wellness Policy

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APPROVALS:

  
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City Manager

  
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City Attorney

  
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Human Resources Director

**I. Purpose**

The purpose of this policy is to describe services provided by the Employee Health Center in furtherance of improving the health of City employees.

**II. Applicability**

This policy applies to all classified full-time and part-time employees of the City of Greenville.

**III. Definitions**

- **Annual Safety Sensitive Physical:** A two (2) part mandatory annual physical exam for all employees with jobs that potentially have significant safety impact on the public and/or fellow employees. These jobs are designated in HR-20: Substance Abuse, Drug and Alcohol Testing.
- **Pre-employment Physical:** A two (2) part physical exam conducted by the Occupational Health Nurse in conjunction with the City's physician to assess fitness to perform job requirements.
- **Pulmonary Function Test:** Test performed with a spirometer that measures how well the lungs take in and release air and how well they move gases from the atmosphere into the body's circulation.
- **Return-to-Work Authorization:** Written documentation only available from the Employee Health Center that an employee must receive to present to their supervisor before starting their shift under certain circumstances described under Medical Clearance in this policy.
- **Stress Test:** Also called an exercise stress test, treadmill test, or graded exercise test. It is a diagnostic test performed by qualified medical personnel under the supervision of the physician to stress the body by walking on a treadmill or pedaling a stationary bike at increasing levels of difficulty while an EKG and blood pressure are monitored.
- **Workplace Wellness Programs:** Programs designed to encourage employees to take measures to prevent the onset or worsening of a disease or illness and to make healthier lifestyle choices.

**IV. Policy**

It is the policy of the City of Greenville to promote the general health of all employees. The City provides an Employee Health Center to employees for the purpose of treating minor injuries, identifying health-related problems through health screening services, and implementing an employee wellness program to promote healthy lifestyle choices.

## V. Procedures

### A. Pre-Placement Physicals

All job candidates who are selected for a position with the City of Greenville must receive a conditional job offer of employment prior to being given a pre-placement physical examination by the Occupational Health Nurse and City authorized physician. The conditional job offer states that the job candidate must successfully complete the City's drug screening and medical exam. If the job candidate passes the drug screening, the Occupational Health Nurse will contact the job candidate to schedule his or her pre-placement physical examinations. If the job candidate fails the drug screening, then he or she is afforded the opportunity to meet with the City authorized Medical Review Officer to review his or her drug test results. A failed drug test will result in the job candidate receiving an employment rejection letter.

The pre-placement physical is conducted in two parts. Part I consists of:

- Completion of medical history, including hearing and vision questionnaire;
- Nursing assessment of: vital signs, weight, height, calculation of BMI, urinalysis, hearing screen, vision screen, electrocardiogram (EKG);
- Fasting lab work;
- Review of required immunizations with all Fire and Police job applicants; and,
- Exercise stress test and pulmonary function test for Police and Fire job applicants only.

Part II of the pre-placement physical is completed by the City authorized physician and involves:

- Physical exam;
- Review of lab work results;
- Discussion of assessment findings;
- For Police, academy paperwork is reviewed for the physicians' signature approval; and,
- For Fire, all results are reviewed for Fire Brigade Clearance.

Any and all health-related information gathered about a job candidate including but not limited to medical diagnosis and health history covered under the genetic privacy law (GINA Law), medical treatment, prescriptions, health insurance information, and psychiatric information that can be associated with the job candidate is protected under HIPAA regulation. Medical history is maintained in the Employee Health Center on each job candidate. The Occupational Health Nurse will provide the physical pass/fail results in the Human Resources On-line Application System (HROAS) once the job candidate has completed the pre-placement physical process. No personal medical information will be given to anyone without the applicant/employee's written consent (except as required by law).

If deemed necessary, a job candidate may be required to furnish additional information to the Occupational Health Nurse concerning a current or pre-existing medical problem. The job candidate may be required to provide documentation from an appropriate professional, such as a physician or rehabilitation counselor, concerning functional limitation(s). If further

documentation is required, the job candidate will be given two (2) weeks to submit. Should any expense be incurred in providing this information to the Occupational Health Nurse, it will be at the job candidates' expense.

There are occasions that may necessitate that the Occupational Health Nurse communicate directly with the job candidate's personal health care provider to obtain clarification of medical documentation provided by the job candidate. In such instances, the Occupational Health Nurse shall first obtain a signed HIPAA release from the job candidate. The Occupational Health Nurse may also require a job candidate to report to the Employee Health Center to follow up on pre-screened results before the Part II examination with the City physician is scheduled.

#### **B. Safety Sensitive Annual Physical Examinations**

Annual physicals shall be performed at no cost to the employee in the Employee Health Center in conjunction with the City authorized physician for safety sensitive employees designated by HR-20. The Safety Sensitive Job List is located at M:\CityInfo\Policies\Human Resources. An appointment list will be made available approximately one (1) month in advance to the Department Directors. It is the responsibility of Department Directors or their designee to ensure that each scheduled employee reports to the Employee Health Center on the date scheduled, or to make arrangements for another appointment in a timely manner.

The safety sensitive annual physical is conducted in two parts. Part I consists of:

1. The employee update of medical history, including hearing and vision questionnaire;
2. Nursing assessment of: vital signs, weight, calculation of BMI, urinalysis, hearing screen, vision screen, electrocardiogram (EKG)( if age 40 or over);
3. Review of immunizations; and,
4. Fasting lab work.

Part II of the safety sensitive annual physical is completed by the City authorized physician and involves:

1. Physical exam;
2. Review of lab work results;
3. Discussion of assessment findings; and
4. For CDL holders, all results are reviewed for a medical certification card.

If an employee fails to meet the specific physical requirements of his or her position, the Occupational Health Nurse will determine and recommend the appropriate follow-up action including referring the employee to his or her primary care physician. The employee is responsible for providing the Health Center with the appropriate medical documentation. Failure to provide the required documentation may subject the employee to disciplinary action.

When a City CDL driver fails to meet specific health criteria required by the DOT during the physical examination and a time limitation(s) is placed on that employee's CDL driving status, notice will be forwarded to the Department Director, the employee's supervisor, and the affected employee on the Return to Work Authorization. During this period of limitation, the employee is expected to take the necessary steps to correct the condition or have it adequately controlled for re-evaluation by the City authorized physician within the time period specified to the employee by the physician. Depending on the nature of the restrictions as they relate to the employee's job duties, the Health Clinic may contact the immediate supervisor or designee to determine the availability of transitional work per HR-28: Transitional Return to Work Policy. If transitional work is deemed appropriate, notification will be sent to the Human Resources Director on the Transitional Work Agreement.

The Human Resources Director and the Department Director will be consulted in each case in which the employee health conditions are not controlled at re-evaluation and the medical certification card is not extended within the allotted time period. If transitional work is deemed appropriate, notification will be sent to the Human Resources Director on the Transitional Work Agreement. The Department Director, the employee's supervisor, and the affected employee will be provided notification on the Return to Work Authorization.

It is up to the supervisor to ensure that the employee works within the identified medical restrictions. The employee is responsible for informing both his or her supervisor and the Health Center of any follow-up medical visits and changes to identified restrictions. The employee's driving status may be re-evaluated when the regulatory standard(s) have been satisfied.

### **C. Annual Stress Tests**

The City of Greenville administers annual cardiovascular screening as a part of the medical process for sworn fire fighters. These positions require the employee to stay alert, focused, and functional after extended hours on duty, rotating shifts, and repeated changes from sedentary activities to strenuous activities on various surfaces wearing full uniform and safety gear. The stress response is induced by exercise on a treadmill to compare coronary circulation while the employee is at rest and during maximum physical exertion at various slope levels. The Occupational Health Nurse coordinates the appointments for the fire department during the months of April and May with the City's authorized physician.

The annual health screenings for sworn Fire personnel consist of:

- Pulmonary Function testing
- Exercise stress testing regardless of age
- Screenings are reviewed for Fire Brigade Clearance
- DOT physical.

A chest x-ray is performed every 5 years after initial hire.

#### **D. Voluntary Annual Physicals**

All City employees, including those whose positions are not safety sensitive, are entitled to, and encouraged to take advantage of, an annual physical examination provided by the City through the Employee Health Center. These examinations are at no-cost to the employee and may be scheduled voluntarily by contacting the Employee Health Center.

#### **E. Non-Occupational Injuries and Illnesses**

The Occupational Health Nurse can render limited treatment for non-occupational injuries/illnesses in the Employee Health Center. All City employees are entitled to courtesy treatments in the Employee Health Center such as non-prescription medications at non-prescription strength, blood pressure checks, bandages, blood sugar checks, tetanus shots, etc. The Occupational Health Nurse may advise employees of the need for referral to their primary care physician or other health care facility if their condition warrants.

If the employee's non-occupational injury or illness is a life threatening emergency, the Occupational Health Nurse may call 911 for Emergency Medical Services for transport to the nearest hospital facility. The Department manager/supervisor may call 911 for Emergency Medical Services if the employee is unable to transport to the Employee Health Center, employee requests transport to an emergency facility, or employee's condition appears critical.

#### **F. Medical Clearance**

All City employees are required to report to the Employee Health Center for a Return-to-Work Authorization following an absence due to illness or injury of *three (3) consecutive workdays or more*. All employees must report to the Employee Health Center after any absence if the employee sustained a non-occupational injury or illness which required an emergency room visit or hospital care. (Occupational injuries and illnesses are addressed in HR-41: Workers' Compensation for Occupational injuries).

1. Medical Clearance during Health Clinic Operating Hours. An employee who is returning to work after an absence during normal business hours (i.e., Monday through Friday, 8:00 a.m. to 5:00 p.m.) shall provide to the Occupational Health Nurse the work status note from his or her physician, emergency room, or other healthcare provider. This written statement shall include the date he or she can return to work, and what limitations, if any, are being placed on his/her employment. **The supervisor will not return the employee to work unless the employee has a Return-to-Work Authorization from the Employee Health Center.**

2. Medical Clearance during Non-Health Clinic Operating Hours. An employee seeking to return to work after receiving care from an emergency room physician or other health care provider and whose work schedule falls outside of the Health Center's normal, operating hours (i.e., Monday through Friday, 8:00 a.m. to 5:00 p.m.) must:
  - a. Obtain a return to work form from the treating physician or other healthcare provider and present it to their supervisor. This written statement must identify the medical facility/office, include the date the employee can return to work, and what limitations, if any, are being placed on his/her employment.
  - b. If the return to work form includes restrictions, the employee, if allowed to return to work by the supervisor, must comply with the restrictions. If the supervisor cannot accommodate the restrictions, the employee must be sent home and directed to report to the Health Center the next business day with the original return to work form.
  - c. Under all circumstances, the employee must report to the Employee Health Center first thing the next business day to complete the City's medical clearance process. As appropriate, the Health Center will coordinate any transitional work arrangement with the supervisor.

Failure to comply with the above requirements will be considered an unauthorized absence and will subject the employee to disciplinary action.

The supervisor must fax the return to work form to the Employee Health Center the same day it is received. **The supervisor may not allow the employee to return to work without the return to work authorization form from the employee's treating physician or health care provider.** If the return to work form from the treating physician lists any restrictions, the supervisor will need to assess whether the employee can perform his or her essential job responsibilities without compromising the employee's health and/or the safety or health of fellow employees. If the employee cannot perform his or her responsibilities within the restrictions outlined, the employee must be sent home. Under all circumstances, the supervisor is to ensure that the employee reports to the Employee Health Center the next business day with their original return to work documentation to complete the City's medical clearance process.

It will be the responsibility of the individual employee to keep his/her department informed of his/her ability to work status. This will be done in accordance with the individual's department requirements, but not less than once per week.

If limited transitional work opportunities are available, employees with work-related injuries or illnesses will be given priority over employees with non-work-related injuries or illnesses for the opportunity to return to transitional work. There is no mandatory requirement to place employees recovering from off-the-job injuries/illnesses into a transitional work program. (Transitional Work is addressed in HR-28.)

## **G. Health and Wellness Programs**

The City of Greenville is committed to supporting a healthier workforce and wellness culture. Wellness is an intentional lifestyle choice that helps individuals attain greater health and well-being. It is a process of being aware of and altering unhealthy behaviors to those that will promote a healthier lifestyle. The City's Health and Wellness Program is designed to encourage the employees to make the pursuit of health and wellness a desire and a priority.

The Employee Health Center is responsible for designing and providing a wide range of wellness programs that target the City's health risk factors and empower employees with the knowledge, skills and opportunities to enhance their health and well-being. The City's wellness programs, are based on available funding, and may include:

- Free or low cost onsite-educational programming
- Health screenings
- Free annual physicals
- Annual flu vaccines
- Wellness stipends
- Voluntary tobacco cessation programs, and
- Other health related services (e.g., onsite nurse practitioner).

These services may be provided through partnerships with licensed or certified health professionals.

## **H. Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR)**

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest. Prompt application of the AED and CPR provide victims with the greatest chance of survival. Toward this end, the City has chosen to provide AED coverage with appropriately trained personnel available.

The City has fifteen (15) AEDs in the following locations:

- City Hall: Greenville Cares on the first floor, Employee Health Center on fifth floor, Public Information and Events on sixth floor, and in the Office of the City Manager on the tenth floor
- Falls Park in the Maintenance Building
- Public Works in the Administration office
- Municipal Court
- Parks and Recreation: the Zoo and all community centers: Bobby Pearse, David Hellams, West Greenville, Nicholtown, and Juanita Butler.
- LEC and Police ATV

Each department that houses an AED shall have an AED Liaison who shall be responsible for the overall supervision of the AED unit in their location. The AED Liaison shall:

- Maintain skill competency through protocol and AED review and first aid training as required.



- On a monthly basis, perform and document a check to ensure all equipment is available, clean, not outdated, and in good working order.
- Contact the Employee Health Center for supply replacement 30 days prior to expiration.
- Notify the Employee Health Center if the location of the AED has changed.

The City will provide AED and CPR instruction, materials, and certification for the appointed person as warranted. The Employee Health Center will provide for the purchase and maintenance of equipment and software updates in coordination with information technology as notified by the AED manufacturer.

## **I. Roles and Responsibilities**

### **1. Employee Health Center**

- Provide employees' care according to standing orders of the authorized Medical Director.
- Provide and coordinate annual medical screenings based on type of physical and according to age and job requirements.
- Conduct pre-employment screenings.
- Document the job candidate's pass/fail concerning exams performed in the HROAS system.
- Perform and/or coordinate drug screens per HR-20.
- Give general medical and health information to all City employees when requested.
- Maintain required recordkeeping according to HIPAA for medical data, office visits, drug testing, physicals, blood work, nursing notes, and OSHA.
- Monitor absences as they relate to Transitional Work, Workers' Compensation, and Family Medical Leave.
- Notify the employee's Department if it is determined that the employee is unable to return to work.
- Offer a variety of health and wellness programming to encourage the employees to adopt healthier life styles.
- Coordinate AED/CPR and first aid training and the provision of supplies for AED and necessary CPR items.

### **2. Employee**

- Report any non-occupational injury or illness that affects job functions immediately to his/her supervisor or designee.
- Receive treatment at the direction of his/her supervisor or designee at the Employee Health Center or at a designated medical facility.
- Ensure that the Occupational Health Nurse is promptly notified during the same or next operational center day of any emergency visit to the doctor, clinic, or hospital and the nature of the emergency.
- Follow the instructions of the treating physician and the Occupational Health Nurse. This also includes keeping follow-up appointments when referred to other medical specialty services.

- Obtain written work release from the treating physician and deliver the form to the Occupational Health Nurse in order to receive the Return-To-Work authorization necessary before returning to work.
- Those employees assigned to maintain AED unit by performing weekly checks are to document such in provided format and notify the Employee Health Center of expiring supplies 30 days in advance.

3. Supervisor or Designee

- Send the employee to the Employee Health Center, if needed, for non-occupational injuries or illness that may be affecting their job functions.
- Notify the Occupational Health Nurse if an employee is losing any time from work due to an illness or injury.
- Document appropriately on Payroll Report any time that is designated as Transitional Work, FMLA, or Workers' Compensation.
- Receive authorization from or notify the Occupational Health Nurse as outlined under Medical Clearance section of this policy before allowing an employee to return to work if absence due to personal illness or injury.