



1-8 PRE-EMPLOYMENT TESTING

SYCAMORE PARK DISTRICT may require different forms of tests at the determination of the Executive Director in interviewing prospective employees to determine basic knowledge and skills that are job related. When necessary, all reasonable accommodations should be made to evaluate applicants with disabilities.

SYCAMORE PARK DISTRICT requires all full-time employees and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT will also require drug testing for all applicants offered a full-time position with SYCAMORE PARK DISTRICT and other applicants based upon the position offered. A physician of SYCAMORE PARK DISTRICT's choice and at SYCAMORE PARK DISTRICT's expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to SYCAMORE PARK DISTRICT.

The employee's medical records will be maintained in a separate confidential file. Information contained in this medical file will not be released or disclosed without the employee's written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

Applicants determined unable to perform the essential **functions** of their positions will not be hired, and employees determined unable to perform the essential functions of their positions will be terminated.

Adopted on:

Revised on: October 2021