



ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO

NUMBER: E-7

SUBJECT: Pre-employment Physical Examinations

RESPONSIBLE DEPARTMENT: Human Resources

APPROVED: 
John L. Maltbie, County Manager

DATE: October 27, 2014

No new employee (permanent or Extra Help) in a classification requiring a pre-employment physical examination will begin work until the results of the pre-employment physical examination have been reported to the hiring department and County Human Resources.

As part of the standard new hire process, when the person to be hired has been selected, the department payroll clerk or his/her designee, will schedule the prospective new hire for a pre-employment physical examination through the County's Occupational Health provider.

Upon completion of the pre-employment physical examination, the County's Occupational Health provider will notify the department and County Human Resources if the individual is acceptable for County employment.

A prospective employee will start work only after the department and County Human Resources is notified that the individual has passed the pre-employment physical examination.

Departments may consult the County's Job Class Table for further information about which positions require pre-employment physical examinations.