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To: Presidents  
From: June M. Cooper  
Vice Chancellor  
Human Resources and Operations

Subject: Policy on Mandatory Medical Examinations - Personnel Actions for Failure of Employee to Comply

This memorandum is written to reiterate CSU policy on employee medical monitoring programs on CSU campuses and mandatory medical examinations. Federal and state laws and regulations require employers to monitor the health and safety of employees who may be exposed to certain hazardous materials or conditions in the workplace to ensure that their health and safety are not adversely affected. Each campus is responsible for procedures to identify employees who will work in positions that require medical monitoring. These employees must be given the initial baseline physical examination in compliance with applicable state and federal laws and regulations. Once the baseline levels have been established, these employees are to be periodically examined for changes in health as prescribed by law.

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It is the policy of the CSU that medical examinations mandated by federal and state laws and regulations be strictly enforced by each campus. Failure or refusal of an employee to undergo required medical testing as determined by campus management shall constitute a failure or refusal to perform the normal and reasonable duties of the position. In such event, the campus has authority to commence appropriate disciplinary action up to and including termination of employment.

In order to underscore the importance of the employee medical monitoring program, each campus is to incorporate this policy along with a statement of the consequences for non compliance into its medical monitoring program administrative guide.

If you have questions, please contact Pamela Chapin in Human Resources at (310) 985-2652.

JMC/pc