



RUTGERS POLICY

Section: 40.3.4

Section Title: Legacy UMDNJ policies associated with Risk Management

Policy Name: Use of Occupational Medicine Services

Formerly Book: 30-01-20-50:00

Approval Authority: Senior Vice President for Finance and Treasurer

Responsible Executive: Senior Vice President for Finance and Treasurer

Responsible Office: Office of Risk Management

Originally Issued: 7/1/1990

Revisions: 3/2/2010; 7/1/2013; 9/26/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: Rutgers University Occupational Health Department: 848-932-8254

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for Policy**
To provide guidelines to assist legacy UMDNJ departments/units.

To set policy regarding use of the University's Occupational Medicine Service.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
 - a. NJMS Occupational Medicine Services: 973-972-2900
 - b. Rutgers University Occupational Health Department: 848-932-8254
6. **The Policy**

40.3.4 USE OF OCCUPATIONAL MEDICINE SERVICES

1. The University shall comply with all applicable laws, regulations, rules and standards regarding employment and annual physical examinations of staff members. In addition, the University is committed to developing programs to protect and improve the health of its employees.

2. Employees serving in positions which require physical examinations and/or screening tests shall undergo such physicals and screenings upon the acceptance of employment. The Human Resources Generalists shall refer new hires to the appropriate campus Occupational Medicine Service to schedule the required physicals and/or screenings. The physicals or screenings shall continue (periodic exam) during employment, if required.
3. Temporary employees (within specific job titles) assigned to healthcare units subject to Joint Commission review, may likewise be required to have medical screenings in order to be in compliance with Joint Commission requirements.
4. The University may require that employees undergo additional medical examinations or screenings, as necessary, to protect the health and safety of its work force, patients and visitors.
5. The University may also require employees to undergo certain prophylactic immunizations.
6. Such screenings and/or immunizations are provided at no charge to the employee by the University's Occupational Medicine Service on each campus.
7. Services provided by the Occupational Medicine Service for contracted temporary employees shall be charged to the school/operating unit to which the temporary employee is assigned.
8. For non-work related illnesses, injuries and conditions, employees may use the health delivery Services of the University and its affiliates in accordance with the operating rules and regulations of each health care delivery unit. Except in cases of emergency, such visits shall be scheduled during the employee's non-working hours. Employees who must leave their work area during working hours must obtain prior authorization from their supervisors.
9. Failure to undergo required physicals, screenings and/or vaccinations may result in suspension of the employee from his/her position without pay. Failure of employee to fulfill the requirement within ten (10) working days may result in termination.