

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 221**

SUBJECT: EMPLOYMENT OF DISABLED EMPLOYEES AND PHYSICAL EXAMINATIONS

I. PURPOSE:

To clearly define employment of disabled employees and employee physical examinations.

II. OBJECTIVE:

To implement a policy to protect and maintain the interests of the Cooperative and its employees prohibiting discrimination in hiring, advancement, demotion, determination of compensation and employment termination; regarding the requirement of physicals for employees; and to provide for the employment of disabled persons.

III. CONTENT:

A. Disabled Employees-Accommodation

If the Cooperative is able to provide reasonable accommodations without undue hardship for a qualified but disabled employee or applicant (as defined in the American's with Disabilities Act), such reasonable accommodation shall be made and the employee shall be allowed to continue in his/her regular job or to be hired for a certain job as long as he/she can perform the essential functions of the job. If the Cooperative is unable to reasonably accommodate an employee in order to be able to perform the essential functions of the job, when a job position is available the Cooperative will endeavor to reclassify such employee and allow him/her to continue employment in a classification which allows the employee to be able to perform the essential functions of the job; however, such reclassification shall not prejudice or adversely affect other employees, the cooperative, or members or result in a safety threat to the employee or others.

B. Pre-Employment & Employment Physical Examination

1. A physical examination will be required after an employee has been hired but prior to employment with the Cooperative.
2. If the Executive Vice-President/General Manager reasonably determines that an employee's ability to perform a job is questionable and the performance of the job is a business necessity, the Executive Vice-President/General Manager is given

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the authority to require any employee to take a physical or mental examination, conducted by physicians, osteopaths, psychiatrists, psychologists, dentists or optometrists, as reasonably determined by the Executive Vice-President/General Manager, including x-rays and any other tests requested by the examining specialist, at any time, if such examination is reasonably necessary to make such a determination. The employee shall provide a written consent when requested to allow the Cooperative to receive all medical information. Should any employee fail the examination to the extent that it is determined the employee is not physically or mentally able to perform the essential functions of his/her regular job, which is a business necessity, even with reasonable accommodation, and reclassification is not possible or available, employment may be terminated.

3. The Cooperative will pay all the expenses incurred when examinations are requested.
4. The Cooperative retains the right to designate the applicable licensed practitioner.

IV. RESPONSIBILITY:

The Executive Vice-President/General Manager, Department Managers, and Supervisors are responsible for administering this policy.

Adopted: 11/23/2004

Gilbert Kroening, Secretary