

ADMINISTRATIVE POLICY # 1

RE: New Employment with Town

1) New Employment with the Town for twenty (20) hours or more per week shall be contingent upon the employee's successful completion of a Town Physical.

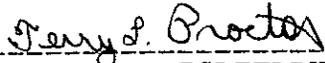
2) All Town Departments are requested to use the attached health questionnaire form for employee physicals.

3) The department head using the form should note his department at the top of the form so that the doctor can mail the form directly back to the department head.

4) The department head should put in the candidates position on the blank line in block number 13. The department head should have the employee complete sections A and B and sign prior to going to the examining physician.

5) If for any reason the medical exam comes back with a "no" recommendation concerning ability to perform the duties, the department head should review the form with the Executive Secretary.

6) The completed health questionnaire will become part of the employee's permanent file. The employee is entitled to a copy of the form upon request.



EXECUTIVE SECRETARY

JUNE 17, 1984
DATE

Approved by the Board of Selectmen on June 6, 1984.

Amendment:

Number of hours per week changed from 15 to 20 per the personnel policy. Adopted by the Board of Selectmen on October 16, 1985.