

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.3.2** **PAGE: 1 OF: 1**  
**SUBJECT: EMPLOYMENT PHYSICAL**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY:**  
**ISSUE DATE: 3-3-92 REV. DATE: 6-1-98, 1-11-00** **EFFECTIVE DATE: 12-1-90**

**POLICY:**

Pre-employment Physical: As a condition of employment, you are required to pass a physical examination including a 2-step Mantoux T.B. test. This exam must include a physician's statement that you are free from any communicable diseases and can perform the essential functions of the position for which you are hired.

Your physical must be on DCFS form #602, and this form is provided by the facility at which the physical is conducted.

Your physical is paid for by Marklund.

On your first day of Orientation, you will receive the 1<sup>st</sup> step of a 2 step Mantoux. It is your responsibility to have a Marklund Nurse from any one of our facilities read this first step, administer the 2<sup>nd</sup> step and read it as well. Copies of your complete physical and Mantoux are maintained in the Human Resources Department, but they are not part of your permanent personnel file.

**Continued Employee Physical:**

Under DCFS regulations for group homes, employees must have a physical every other year. The Human Resources Department will notify all applicable employees when the requirement is due.