

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 06/04/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 06/01/15, 04/17/19, 10/11/2023, 9/23/26	SUBJECT: Medical Examinations	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 04/17/19, 04/21/21, 4/20/2023, 10/11/2023, 9/23/26		POLICY #: ED-022	PAGE #: 1 of 1

I. APPLICATION

The provisions stated here apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to ensure that each employee has met the medical documentation requirements as defined by all applicable regulatory agencies and as specified in the personnel policies.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Human Resources Manager

1. Ensures that all new hires meet hiring standards prior to beginning employment with the organization; includes satisfactory medical recommendation, specimen result certificate, and Tuberculosis test result.

Employee (Potential New hire)

2. Responsible for providing physical to the human resources manager. (Results of drug test will be forwarded to the human resources manager electronically by contracted healthcare provider).