

Medical Procedures

It is the policy of the Westhampton Free Library that applicants to whom a conditional offer of employment has been extended and present employees may be required to submit to medical tests or examinations whenever management feels such actions are necessary for the safe or efficient operation of the Library.

Employees who use prescribed drugs or narcotics while at work, where such use may impair their ability to perform their job safely and effectively, must report this use to the Director. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even not allowed to work if they are judged not able to perform their jobs safely and properly while taking prescribed drugs or narcotics.

The Library reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.

Employees who become ill on the job or suffer any work-connected injury, no matter how minor, are to report to their supervisor for treatment and recording of the incident. Notification of injury must be made within 24 hours of the incident. Time spent by an employee in waiting for and receiving such medical attention will be considered hours worked for pay purposes. Employees who must leave their work station for medical attention should, whenever possible, notify their supervisor.

The Director is responsible for developing and administrating programs concerning health and safety. However, an injured employee's supervisor and/or any member of management or medical personnel, are authorized to have the employee transferred to an outside medical facility for treatment.

Adopted by the Board of Trustees: January 1997
Amended: June 2010