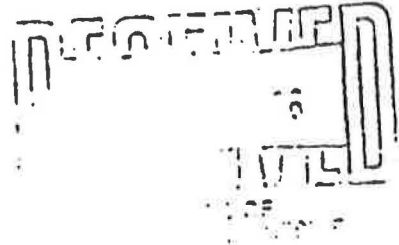




UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC - 20260



March 14, 1986

ARTICLE	19
SECTION	ELM
SUBJECT	URINALYSIS

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
817 - 14th Street, N.W.
Washington, D.C. 20005-3399


Dear Mr. Burrus:

This is in reference to your February 24 letter regarding the agenda item submitted by the unions at the January 1986 Safety and Health meeting, "U.S. Postal Service Urinalysis Drug Testing."

Dr. Hermann's position was in accordance with Postal Service policy, as outlined in Section 864 of the Employee and Labor Relations Manual.

For further information regarding the matter, please feel free to contact Harvey White of my staff at 268-3822.

Sincerely,


Thomas J. Fritsch
Assistant Postmaster General
Labor Relations Department

tional Center Director, E&LR. This responsibility cannot be delegated.

.322 Premises. Generally, full-time and part-time medical officer's work must be performed on postal premises or under the direction of the Postal Service.

.323 Work Schedules. As specified in 661.42, "... An employee may not engage in outside employment or other activity, which will interfere with the duties and responsibilities of Postal Service employment. ..." Consequently, work schedule requirements appear below.

a. Full-Time Medical Officer. A medical officer who is employed as a full-time physician is usually scheduled to work a minimum of 8 hours per day, 5 days per week.

b. Part-Time Medical Officer. A medical officer who is employed as a part-time physician is usually scheduled to work a minimum of 20 hours per week. Except for occasional changes in the workload, this minimum should be observed. Consideration should be given by local management to the use of contract physician services if their requirements are generally less than 20 hours per week. Management and the part-time medical officer will establish a mutually agreeable work schedule, normally 4 hours a day, 5 days a week.

.324 Duties. Medical officers perform the following duties:

- a. Manage medical units.
- b. Provide treatment of employees.
- c. Conduct physical examinations and review examinations performed by other physicians outside the Postal Service.
- d. Issue standing orders for all the nursing staff in their area of responsibility.
- e. Visit all health units in their assigned area at least every 6 months.
- f. Establish medical records.
- g. Make rounds on the workroom floor at regular intervals; evaluate working conditions to identify and recommend solutions to potential health and safety problems.
- h. Monitor the medical status of employees returned to duty through the rehabilitation program at intervals of 2-4 weeks as indicated.
- i. Coordinate with PAR office relative to the diagnosis of alcoholism.
- j. Maintain a list of approved Drug Rehabilitation Centers. Counsel and refer employees to drug treatment centers as indicated.
- k. Review all serious job-related injuries and fatalities to help determine if a medical condition contributed to the injury or fatality. (See ELM 823.11 & 823.21.)
- l. Work with the employee relations staff and coordinate medical activity with safety and injury compensation staffs.
- m. Participate in management meetings, particularly those related to safety and health activities.
- n. Serve as consultant/expert witness in administrative appeal proceedings, as required.

.33 Contract Physician. A currently licensed physician, under agreement with the USPS, designated to perform specified medical services on a fee basis in areas where there is no coverage by a postal medical officer. The responsibilities while in the performance of postal medical duties are the same as those of a postal medical officer.

.34 Nurses. Nurses are administratively responsible to the head nurse or medical officer in a medical unit. In a health unit, nurses are administratively responsible to the head nurse and Sectional Center Director, E&LR, or Director Support in a BMC. Functional direction is provided by the area medical officer. The following duties are performed by nurses:

- a. Provide professional nursing care to employees.
- b. Administer medications at the direction of a physician.
- c. Assist medical officer in conducting examinations.
- d. Maintain medical records.
- e. Counsel and refer employees to drug treatment center and other health-related programs. (See Handbook EL-806, *Health and Medical Service*, for additional functional responsibilities and duties.)
- f. Additional duties for head nurse are stated in the job description for occupational health nurses.

864 Physical Examinations

864.1 Preemployment

.11 It is mandatory that all applicants for career, temporary, or casual employment have a medical examination before placement, and for conversion to positions with different physical requirements than their present positions. (See Handbook P-11, part 322, for exceptions and scheduling procedures.)

864.2 Examining Physicians

.21 USPS. Postal medical officers perform the examination at a USPS medical unit within reasonable commuting distance from the applicant's home or at the postal installation where employment is sought.

.22 Other. Use of a private physician by an applicant will be at no expense to USPS. All preemployment medical examinations performed by private physicians are reviewed by a conveniently located USPS medical officer or a contract physician. When neither are available, a USPS nurse may review the examination report for completeness.

.23 Determination of Suitability. See Handbook P-11, 324.

864.3 Fitness for Duty (See Handbook P-11, 343.)

.31 A fitness-for-duty examination is required in determining whether an employee is able to perform the duties of the position because of medical reasons, i.e., disability, occupational/non-occupational injury, or illness.

.32 Management can order fitness-for-duty examinations at any time and repeat, as necessary, to safeguard the employee or co-worker. Specific reasons for the fitness-for-duty should be stated by the referring official.

.33 A specific test or consultation may be required in the judgment of the examining medical officer. The indications will be documented as part of the report.