I. All candidates hired shall be offered employment on a conditional basis pending satisfactory completion of a pre-employment physical examination, including a drug test, by the City. The purpose of the examination is to determine the candidate's ability to perform the essential functions of the job for which he/she applied. This examination is paid for by the City. At any time during employment an employee may be required to take a physical examination paid for by the City to determine fitness for duty in the position which he/she is currently performing or for which he/she is applying.

II. The Department of Risk Management shall determine whether the candidate is physically and mentally qualified for employment. Should any required accommodation result in undue hardship of the City or result in immediate and unavoidable hazard to the safety of the applicant or others, the City may disqualify the candidate.

III. Offers of employment are conditional pending completion of a background investigation. With the approval of the department head, an individual may start employment even though the background investigation is not complete. In such a situation, employment is conditional upon passing the background investigation, and the probationary period is extended until background investigation is successfully completed.

IV. The appointing authority should review the personnel file of candidates who are past or current employees.