



# Human Resources Board

City of Arts & Innovation

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**TO: HUMAN RESOURCES BOARD** **DATE: June 1, 2026**  
**FROM: HUMAN RESOURCES DEPARTMENT**  
**SUBJECT: PRE-EMPLOYMENT PHYSICAL EXAMINATIONS POLICY**

**ISSUE:**

Approve revisions to the Pre-Employment Physical Examinations Policy (I-10).

**RECOMMENDATION:**

That the Human Resources Board approves revisions to the Pre-Employment Physical Examinations Policy (I-10).

**BACKGROUND:**

The Pre-Employment Physical Examinations Policy (I-10) was last revised in December 2014. As part of the Human Resources Department’s practice of regularly reviewing and updating policies and procedures, this policy was reviewed and updated.

**DISCUSSION**

The Pre-Employment Physical Examinations Policy was updated to reflect that pre-employment physical examinations and/or drug screens are conducted only after a conditional job offer has been extended and accepted by a candidate. It was also updated to include that current employees who apply for a transfer, promotion, or demotion to a classification requiring greater, or different, physical qualifications must successfully pass the appropriate physical examination for that position. These processes comply with the Americans with Disabilities Act (ADA) and ensure candidates can safely and effectively perform the essential functions of the position, as outlined by the job description.

This policy was also updated to include that in accordance with the California Confidentiality of Medical Information Act (CMIA) the City will not request or receive a candidate’s medical information.

In addition, the Pre-Employment Physical Examinations Policy was updated to reflect that in accordance with California Government Code 12954, the City will not discriminate against an applicant based on a drug screen that finds the person to have non-psychoactive cannabis metabolites in their system, with exemptions for Safety positions and positions within the building and construction trades.

It was also updated to include that the City will not request information from a candidate regarding their prior use of cannabis as mandated by California Senate Bill 700.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Maggie Tanner, Principal Human Resources Analyst

Attachments:

Pre-Employment Physical Examinations Policy (I-10)