

**COUNTY OF SAN DIEGO  
ADMINISTRATIVE MANUAL**

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SUBJECT: MEDICAL / PSYCHOLOGICAL EXAMS (COMPLAINTS AND APPEALS) ITEM NUMBER **0080-04-04**

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Purpose

To provide guidelines for following Rule 4.2.2.

Background

Complaints are periodically filed with the Commission by individuals who fail the medical or psychological examinations. Guidelines are necessary on this subject because the Commission's process of these complaints is varied.

Policy

1. Medical Examination Complaints.
  - A. The Commission may process complaints on failure of medical examinations as hearings under Rule X or as investigations under Rule XI depending on the contents and circumstances of the complaint.
  - B. In contrast to complaints on psychological examination failures, the Commission does not normally get involved with medical examination failures since the Director is primarily responsible for resolving appeals based on medical exams.
  - C. In general, the Commission will address complaints about alleged violations of Rule 4.2.2(a), but they will not address complaints about medical judgments.
  - D. It is the intent of Rule 4.2.2 to permit DHR to submit employees to medical or psychological examinations, as the Director deems necessary, prior to the Employee returning to work from leave without pay.
2. Psychological Examination Complaints.
  - A. Rule 4.2.2(b) provides an appeal process for candidates who fail the pre-employment psychological test. The primary features are briefly stated as follows:
    - 1) Candidates who fail a psychological test may, at their own expense, obtain a second evaluation.
    - 2) Candidates who pass the second psychological test will be evaluated by a third doctor at County (DHR) expense.
    - 3) The Commission will determine whether or not to return the candidate to the employment list based on a majority of psychological evaluations.
  - B. An agreement between the Commission and DHR was updated on July 15, 2011, and is entitled "Psychological Examination Appeal Procedure". This procedure describes in detail the responsibilities of the Commission Office, DHR, and the first, second and third evaluators.

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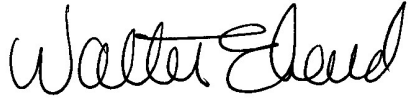
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**Approved:**



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Walter F. Ekard  
Chief Administrative Officer

**Responsible Department(s):**

Civil Service Commission (Approved 8/3/2011)

**Concurring Department(s):**

Department of Human Resources