

Employee Physical Examinations

Good health is important to job performance. Employees will be required to submit to a pre-employment physical examination after an offer of employment has been made and before the beginning of service. The district will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination. A written report of the physical examination shall be submitted to the district. The date by which any such physical examination report shall be submitted to the district shall be determined by the superintendent, but in no case shall be any less than five (5) business days prior to the first working day. Employees who do not return said form may be subject to discipline.

Bus drivers will be examined using all applicable state and federal criteria at the beginning of employment and every two years thereafter.

The cost of the initial examination will be paid by the employee. The cost of employee physical renewals, if required, will be paid by the school district up to a maximum of \$75 for support staff and \$75 for certified and confidential staff.

Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job, or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition. A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others and the risk cannot be reduced below the direct threat level through reasonable accommodations.

All information regarding the medical condition or history of an employee must be kept in files separate from the employee's personnel records and treated as a confidential medical record subject to state and federal confidentiality laws.

It shall be the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood-borne pathogens. The plan for designated employees shall include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees shall be followed.

Approved: November 17, 1997

Revised: April 24, 2017