

All Personnel

OCCUPATIONAL HEALTH SERVICES - (PRE-EMPLOYMENT PHYSICAL EXAMS)

Purpose

1. To establish a program of employee medical screening and physical examination which addresses the following issues of District employment:
 - a. Pre-placement
 - b. Bus driver's license examinations
2. To minimize those risks of operations causing losses of District assets and injuries to District personnel, through the proper placement of individuals into positions in District employment which are most compatible with any limitations they may have.

Definitions

1. Medical Provider - Contracted industrial medical services from medical institutions specializing in occupational health.
2. Pre-Placement - Three types of physical examinations (defined as Medical Level I, II, and III), the extent of the examination being correlated with the physical demands of the job.
3. Alcohol/Drug Screening - A comprehensive enzyme immunoassay screening performed by a NIDA certified testing lab.
4. Medical Questionnaire - A comprehensive written collection of an individual's medical, surgical, and occupational history.
5. Driver's License Exam - Various job descriptions within the District require a DMV Class I or Class II driver's license. The District provides the medical examination needed for application of this license.
6. Medical Level I - All job descriptions within the District are assigned a Medical Level based upon the physical demands of the position. The following classes of employees will be required to complete a Medical Level I physical examination and alcohol/drug screening: Superintendent, Assistant Superintendents, Principals, Curriculum/Instructional Staff, Classified Management, Certificated Management/Supervisory, Accounting Supervisor, Payroll Supervisor, Confidential, Certificated, Accounting, Media/Library, Clerical/Secretarial, Community Services, Instructional Aides, Fine Arts Artist, and all other positions not covered in Medical Level II or III.

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7. Medical Level II - All job descriptions within the district are assigned a Medical Level based upon the physical demands of the position, with Level II and III being the most physically demanding. The following classes of employees will be required to complete a Medical Level II physical examination and alcohol/drug screening: Food Service, Facilities/Maintenance/Operations, Publications, Student Attendants, Purchasing & Warehouse, Transportation, Information Services, all Supervisors in the above functions, and all substitute/temporary personnel in the above classifications.
8. Medical Level III - This examination is limited to promotional candidates going into classifications which require a Medical Level II physical exam. The exam consists of Medical Level II physical exam, but does not include an alcohol/drug screening.

Procedures

1. All candidates offered a position of employment with the District will be required to complete a medical questionnaire, physical examination, and alcohol/drug screening relating to their job description.
2. All employees offered a position which shifts the physical examination required from a Medical Level I to a Medical Level III, will be required to complete a medical questionnaire and a physical examination.
3. Physician examinations, medical questionnaires, and alcohol/drug screenings will be performed by the Medical Provider and a NIDA certified testing laboratory, with approved costs being paid by the District. Medical documentation will address the following issues:
 - a. The physical findings and current functional capacity of the applicant.
 - b. Significant past medical history relative to the person's ability to perform the duties of the job.

Alcohol/Drug Screening

1. Urinalysis screening - Besides the normal and customary job-relevant physical examination, this program includes an additional component consisting of urinalysis screening for illegal drugs and alcohol for Medical Level I and II physical examinations. This component is strictly monitored to insure protection for both the District and the applicant. The results of any screening are kept confidential. Any evidence of illegal drug or inappropriate alcohol use causes an automatic denial of

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employment. Some of the key features of this part of the pre-placement physical include:

- a. There is a strict "chain-of-custody" requirement, to ensure that all specimens are accurately tested and recorded.
 - b. The taking of all specimens is carefully monitored to ensure accuracy and avoid incidents of falsification.
 - c. All positive screenings (those showing the presence of drugs and/or alcohol) are subjected to an additional second chemical confirmation test (gas chromatography/mass spectrometry). Any false positives are screened out using the second confirmation method.
2. The Drug-Free Workplace Act of 1988 requires that the District adopt a position statement about the use and possession of illegal drugs. In part, the statement says that applicants or candidates may be refused certification or appointment if there is evidence of drug abuse and/or addiction. The drug testing component of the pre-placement physical examination is one part of the implementation of the Federal Drug-Free Workplace Requirements.

Responsibilities Of The Human Resources Department

1. When a candidate is offered a position of employment with the District, the Human Resources Department will make an appointment with the Medical Provider to perform the appropriate physical examination, alcohol/drug screening, and obtain the medical questionnaire.
2. When an employee is offered a position which shifts the physical examination required from a Medical Level I to a Medical Level III, the Human Resources Department will make an appointment with the Medical Provider to perform the physical examination and obtain the medical questionnaire.
3. Within 48 hours of examination, the Medical Provider will contact the Human Resources Department with examination findings. The findings will be subsequently reported in writing to the District.
4. If there are no physical and/or health limitations and the alcohol/drug screening is negative, the Human Resources Department clears the candidate for hire or the employee for transfer, files reports, and notifies the individual of the results of said examination.

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5. Candidates who test positive for the presence of any illegal drug will be discontinued from consideration for employment. Any candidate's sample that tests positively for the presence of any other drug or inappropriate alcohol levels which would impair the candidate's ability to safely and satisfactorily perform as an employee, will be discontinued from consideration for employment.
6. Should the results of the physical examination reveal findings which would impose limitations and the alcohol/drug screening is negative, the Human Resources Department will ascertain if accommodations for employment are possible.
7. If accommodations are possible, the Human Resources Department notifies the candidate, clears for hire or transfer, and files reports.
8. If accommodations are not possible, the Human Resources Department notifies the candidate who may submit a private doctor's medical report to clarify a medical issue. Any candidate who tests positive for any illegal drug, other drug or alcohol will be given an opportunity to explain the positive test result. These reports must be reviewed with the Human Resources Department and the Medical Provider to ascertain if the candidate can be cleared for hire.
9. If the private medical reports cannot refute the Medical Provider's findings or the explanations for a positive alcohol/drug screening are not adequate, the candidate's name will not be cleared for hire or transfer until he or she meets the required standards.

Responsibilities Of The Human Resources Department

1. On an as-needed basis, develop general medical standards for all District positions. Establishment of these standards will result from medical analysis by the Medical Provider to assure that medical standards relate to fitness for the job.
2. Contract with a Medical Provider specializing in occupational health to perform physical examinations and collection of medical questionnaires.
3. Contract with a NIDA certified testing laboratory to perform the alcohol/drug screenings.

Regulation

Approved: 11/13/90

Revised: 09/19/00

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

Chula Vista, California