

HEALTH EXAMINATION

A. Purpose and Scope

To provide guidance and direction for new and continuing employees to comply with all the health examination requirements of California law.

B. General

The Superintendent or designee shall ensure that new and continuing employees comply with health examination requirements of California law.

C. Forms Used and Additional References

Medical Examination Form
TB Clearance (from Doctor)

D. Procedure

New Employees

1. No person shall be initially employed unless he/she has placed on file with the District a certificate from a physician licensed under the Business and Professions Code indicating that he/she is free from active tuberculosis. The tuberculosis examination shall consist of an approved intradermal tuberculin test. An X-ray of the lungs shall be required only if the intradermal test is positive. (Education Code 49406)

Persons transferring from another District may fulfill tuberculosis examination requirements in either of the following ways: (Education Code 49406)

- a. by producing a certificate showing that the employee was examined within the last four years and found free of active tuberculosis, or
- b. by having the last employing school verify that it has on file a current certificate which contains that showing.

HEALTH EXAMINATION (Continued)

2. When a new employee in a position requiring certification has not previously been employed in such a position in California, he/she must have a medical certificate on file with the District. The certificate will state that the employee is free from any disabling disease which would render him/her unfit to instruct or associate with children. The certificate form may be obtained from the Human Resources office. It must be filled out by a licensed physician and returned to the Human Resources office. The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed. (Education Code 44839)

The cost of pre-employment examinations shall be borne by the applicant. (Education Code 44839, 45122, 49406)

When an employee's religious belief prevents him/her from undergoing a physical examination, the District shall follow provisions of Education Code 49406.

3. The Superintendent or designee may require that all new employees working in areas where the potential for exposure to hepatitis B is prevalent be offered the hepatitis B vaccination at no cost to the employee. In the event that boosters are recommended in the future, these will be offered at no cost to the employee.

Continuing Employees

1. Continuing employees who test negative on tuberculin skin tests shall undergo a tuberculosis examination at least once every four years. (Education Code 94406)

Tuberculosis tests and other medical examinations required by the Superintendent or designee shall be administered by a physician licensed under the Business and Professions Code and shall be provided by the District or at District expense. (Education Code 44839, 45122, 49406)

2. All substitute employees and school volunteers who test negative shall undergo an intradermal tuberculin test every four years. The cost of the examination shall be borne by the substitute employee or school volunteer.

All substitute employees and school volunteers who test negative shall be required to undergo a tuberculosis examination at least once every four years. The cost of the examination shall be borne by the substitute employee or school volunteer.

HEALTH EXAMINATION (Continued)

The Governing Board may require continuing employees, substitutes, and volunteers to undergo more frequent tuberculosis tests when warranted upon the recommendation of the local health officer.

3. The Governing Board will offer continuing employees identified as individuals with high risk of exposure, the hepatitis B vaccination at no cost to the employee. In the event that boosters are recommended in the future, these will be offered at no cost to the employee.

Right to Refuse Hepatitis B vaccination

If an employee refuses to be vaccinated the OSHA standard requires the employer to obtain from the employee a signed informed refusal form that states the following:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Health Certificates for Food Service Personnel

All food service personnel who cook, serve or handle food are required to obtain a health certificate before being assigned to work in any kitchen or cafeteria in the district. If a disease is suspected, subject to local ordinance, a blood test may be required. Periodic health examinations may be required.

E. Reports Required

None

F. Record Retention

Medical information maintained in the employee's personnel file.

G. Responsible Administrative Unit

HEALTH EXAMINATION (Continued)

H. Approved By

Associate Superintendent for Human Resources