

Pre-Employment / Post Offer Medical Examination Policy

The Tuolumne JPA has established a policy of recommending that each member district enacts a Pre-employment/Post Offer Medical Examination policy, and to apply the medical examinations program uniformly to the following minimum categories of employees:

Post-Job Offer Medical Examinations

Activities Director	Life Guard
Athletic Director/Coaches	Maintenance Worker
Bus Aide-Special Education	Pre-school Worker/Aide
Bus Driver	Principal/Superintendent
Bus Drivers-Special Needs	Special Ed. Instructional Aide
Bus Mechanic/Vehicle & Equip. Mach.	Teacher - Classroom
Campus Liaison/Security	Teacher – Physical Education
Computer Technician	Teacher – Special Education
Clerical Staff	Technology IT
Custodians-Utility Worker	Vocational Teacher-Ag/Metal Works
Extended Day Worker/Yard Duty	Vocational Teacher – Family Sci./Art/Drafting
Food Services Worker	Vocational Teacher-Wood/Auto Shop
Groundskeeper	Warehouse Delivery/Pony Driver
Librarian	Water Aerobics Instructor

The above categories are minimum standards for TJPA members. The policy and regulations do not limit the categories of employees for which medical examinations are to be carried out. Member districts may wish to apply the medical examinations to broader categories of employees.

Pre-employment physicals will be applied uniformly to all persons applying for permanent, substitute, or temporary positions in these job categories, prior to starting work so as not to impact the employee's ability to perform his or her job safely and without injury.

Post-Job Offer (pre-employment) Medical Examinations

The purpose of the Pre-Employment/Post Offer Medical Examination is intended to measure the employees job-related physical function capacity, and his/her ability to perform the essential functions of his/her job description both safely and without injury. The examination should not measure the applicant's overall abilities or performance.

The District will require physical examinations for all applicants in same or similar positions within the district.

The District retains the right to choose the health care provider, taking into account the nature of the examination needed and the proximity of qualified health care providers.

As the results of the examination could be the basis for denial of employment, the purpose of the examination must be job-related and conducted as a business necessity.

Confidentiality

District employees shall maintain the confidentiality of all employee medical information, as follows:

The health care provider should report to the district only the employee's job-related functional limitations and the fitness to perform the employee's present employment, not the medical cause or diagnosis.

The fitness to perform the job will be evaluated based on the Essential Functions of the job to be performed defined in the Job Analysis.

The employee may provide his or her express written consent for the disclosure of further medical information. Such written consent shall be signed and dated by the employee.

The district shall collect and maintain the exam information as a confidential and separate medical record, except as necessary to provide managers, supervisors and co-workers with information about job-related functional limitations, or to provide emergency personnel with information as needed to provide necessary care for the employee.

Consistent with this policy, the district reserves the right to receive and/or disclose such medical information in any other situation allowed by state or federal law.

Procedures for Pre-Employment/Post Offer Testing

Pre-employment, post-offer testing according to district policy stating the intention of the employer to implement this testing in a non-discriminatory fashion is provided to the prospective employee.

Evaluate physical demand section of job descriptions listed in this policy to be included.

Distribute Physical Demands Questionnaires to district safety, risk, or HR staff to be filled in by one supervisor and one worker, either together (best) or separately for each job.

The questionnaires are sent back for evaluation. Appointments are then set up for onsite job analysis to include supervisor, worker, union representative, and other personnel as requested.

Perform job analysis on each job category listed, and generate "Authorization for Job Specific Testing" document for signatures by TJPA Member District Representatives and the job analyzer.

A policies and procedures seminar will be held for all district staff involved.

Provide district staff that send applicants/employees with paperwork and procedures for referrals to testing provider.

Job applicants would be processed for testing in the following fashions:

Applicants for a job are evaluated and the best applicant is chosen and the offer of the job is made to that applicant PENDING satisfactory completion of the post-offer test.

The test proceeds and a PASS/FAIL will be forwarded to the employer's human resources department as soon as possible and according to standard protocol.

Applicants who pass the test should continue the application and hiring process and be put to work.

Responsibilities of TJPA and Member Districts

The TJPA and the Member districts will do the following:

Actively participate in the Job Analysis process by completing job demand questionnaires for the job classifications to be analyzed

Monitor early testing to make sure results fit expectations based on experience, no disparate impact on any group

Keep results and perform analysis including return on investment ratios, projected savings etc.

Monitor actual savings, comparisons to prior years, other control groups...

Audit, update, and maintain job information as conditions change

Cost of the Job Analysis and the Pre-Employment/Post Offer Medical Evaluation

The TJPA will bear the costs of the Job Analysis and the development of the Essential Job Functions for each job category listed in this policy.

The TJPA member district will bear half the cost of the medical evaluation performed on prospective employees. An invoice from the medical provider will be provided to the TJPA on behalf of the TJPA monthly. The TJPA will then bill each member district ½ the amount for each medical evaluation performed. The member district will bear the full cost of the medical evaluation for a no show, incomplete test or failure to pass the testing requirements and is hired by the member district.

Ed. Code 45122 – Classified Applicants and Employees

Whenever a governing board of a school district requires a physical examination to be taken by a classified employee or employees, either by rule or by its direction or the direction of its authorized district administrator; or when classified employees are required by law to submit to a physical examination for continuance in employment, the board shall either provide the required examination, cause it to be provided, or provide the employee with reasonable reimbursement for the required examination.

If the governing board requires a physical examination or an examination is required by law as a condition of pre-employment, it may cause the required examination to be given. It may, if an applicant is required to take a pre-employment physical examination, provide for reasonable reimbursement if the applicant is subsequently employed by the district.

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