

P3703 MEDICAL EXAMINATIONS

BOARD POLICY:

The Board requires employees and applicants to whom a conditional offer of employment has been extended to undergo medical examinations whenever the Superintendent or designee determines that these are necessary for the safe operation of the organization or job-related as consistent with business necessity.

Administrative Implemental Procedures:

1. Every employee shall submit a certification of health form as prescribed by the secretary of health and environment and signed by a person licensed to practice medicine and surgery, or by a licensed physician assistant and/or advanced registered nurse practitioner when working at the direction of or in collaboration with a physician as required by K.S.A. 72-6266 upon entrance into employment with the district. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health; the expense of obtaining certification of health shall be paid by the employee.
2. **Physical Capacity Examinations**
Employees and applicants to whom a conditional offer has been extended may be required, as a condition of employment, to complete a physical capacity examination. Physical abilities tests have been designed to simulate the specific job demands which would be expected on the job. The scope of the exam will be limited to whether the candidate can safely and effectively perform the essential functions of the job without endangering the health and safety of themselves or others, with or without reasonable accommodation, in compliance with state and federal law. The expense of such examination shall be paid by the district.
3. **Drug Testing**
An applicant who is offered employment in a position requiring a drug test shall, prior to commencing employment, must submit to an established test for alcohol and/or drugs in accordance with BOE Policy 3705 – Alcohol and Substance Abuse, paid for by the district.
4. **Fit For Duty Examinations**
Upon direction or request by the Superintendent or designee, an employee at any time shall submit to an independent examination by a designated member of the approved provider panel and may be required to release other medical information to that provider. The costs of such examination shall be paid by the district.
5. **Communicable Diseases**
 - a. Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as the Kansas Department of Health and Environment's Notifiable Disease List.
 - b. An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum

- health protection to other school employees and to students.
- c. The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician and has been cleared to return to work through Employee Benefits.
 - d. The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease. If a school employee has been diagnosed as having a communicable disease and the employee's supervisor has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.
 - e. Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:
 - 1) the nature of the risk;
 - 2) the duration of the risk;
 - 3) the severity of the risk; and
 - 4) the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.
 - f. No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except to comply with state or federal law.

Administrative Responsibility: Human Resources – Employee Benefits & Insurance
Management

Latest Revision Date: April 2019

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