

1 **Potomac Elementary**

2
3 **PERSONNEL**

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5 Staff Health

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7 Medical Examinations

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9 Through its overall safety program and various policies pertaining to school personnel, the Board
10 will promote the safety of employees during working hours and assist them in the maintenance
11 of good health. The Board will encourage all its employees to maintain optimum health through
12 the practice of good health habits.

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14 The Board may require physical examinations of its employees, under circumstances defined
15 below. The District will maintain results of physical examinations in medical files separate from
16 the employee's personnel file and will release them only as permitted by law.

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18 Physical Examinations

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20 The District participates in a Pre-Placement Physical Program for all custodial and maintenance
21 personnel and other positions deemed inclusive of this policy as determined by specific Board
22 action. Subsequent to a conditional offer of employment in a position for which the District may
23 require participation in a pre-placement physical but before commencement of work, the District
24 may require an applicant to have a medical examination and to meet any other health
25 requirements which may be imposed by the state. The District may condition an offer of
26 employment on the results of such examination, if all employees who received a conditional
27 offer of employment in the applicable job category are subject to such examination. The report
28 shall certify the employee's ability to perform the job-related functions of the position for which
29 the employee is being considered. Such examination shall be used only to determine whether the
30 applicant is able to perform with reasonable accommodation job-related functions.

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32 All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state
33 law to have a satisfactory medical examination before employment.

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35 Communicable Diseases

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37 If a staff member has a communicable disease and has knowledge that a person with
38 compromised or suppressed immunity attends the school, the staff member must notify the
39 school nurse or Principal of the communicable disease which could be life threatening to an
40 immune-compromised person. The school nurse or other responsible person designated by the
41 Board must determine, after consultation with and on the advice of public health officials, if the
42 immune-compromised person needs appropriate accommodation to protect their health and
43 safety.

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45 An employee with a communicable disease shall not report to work during the period of time in
46 which the employee is infectious. An employee afflicted with a communicable disease capable of

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4 being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall
5 be encouraged to report the existence of the illness so that precautions may be taken to protect
6 the health of others. The District reserves the right to require a statement from an employee's
7 primary care provider, before the employee may return to work.
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9 Confidentiality

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11 In all instances, District personnel will respect an individual's right to privacy and treat any
12 medical diagnosis as confidential information. Any information obtained regarding the medical
13 condition or history of any employee will be collected and maintained on separate forms and in
14 separate medical files and will be treated as confidential information. Only those individuals with
15 a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for
16 determining workplace accommodation for the staff person) will be provided necessary medical
17 information.
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19 Supervisors and managers may be informed of necessary restrictions on the work or duties of an
20 employee and necessary accommodations. First aid and safety personnel may be informed,
21 when appropriate, if a staff member with a disability might require emergency treatment.
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25 Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
26 42 U.S.C. 12101, et seq. Americans with Disabilities Act
27 29 CFR, Section 1630.14(c)(1)(2)(3) Examination of employees
28 Title 49, Chapter 2, MCA Illegal Discrimination
29 Title 49, Chapter 4, MCA Rights of Persons With Disabilities
30 § 20-10-103(4), MCA School bus driver qualifications
31 ARM 37.114.1010 Employee of School: Day Care
32 Facility Care Provider
33 ARM 37.111.825 Health Supervision and Maintenance
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35 Policy History:

36 Adopted on: March 14, 2011

37 Reviewed on:

38 Revised on: