

BP 7335 HEALTH EXAMINATIONS

References:

42 U.S. Code Section 12112(d);
29 C.F.R., Part 1630;
Government Code Section 12940
Education Code Section 88021

The Chancellor shall establish administrative procedures related to medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

The procedures may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity.

All such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

Date Adopted: November 18, 2008
Revised: January 17, 2017 (reference only)

Human Resources

AP 7335 HEALTH EXAMINATIONS

Reference:

Education Code 88021

Certain jobs in departments within the District may require a prospective employee to submit to a pre-employment back x-ray and a physical examination after a conditional offer of employment, but prior to assuming the duties of the position. Those departments are, but are not limited to: College Safety & Police, Maintenance, Food Service, Grounds and Custodial.

Upon receipt of a conditional offer of employment, the prospective employee will be given an order for a back x-ray and physical examination to be performed at a clinic location of the District's choosing and at the District's expense. The clinic will be given a copy of the job description for the prospective employee.

Once the x-ray is taken, it will be read and interpreted by a licensed radiologist and the results will be transmitted to the Diversity and Human Resources Department, via fax, email, or U.S. Mail. Said results will indicate whether the prospective employee has a disability that poses a direct threat to health or safety, based on the essential job functions.

If the prospective employee is cleared by the radiologist to perform the essential job functions, they will be notified and may begin work as soon as they have been cleared and after approval by the Board.

If the prospective employee is not cleared by the radiologist to perform the essential job functions, the Diversity and Human Resources Department will notify the prospective employee, by phone, of the results and tell the prospective employee that they do not qualify for the position based on the results; however, they may wish to get a second opinion, at their own expense, from their personal physician, which will be taken into consideration. If requested, District will give the prospective employee a copy of the report showing the results of the x-ray.

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Date Approved: April 27, 2009