

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 4112.4/4212.4/4312.4(a)

All Personnel

Health Examinations

All applicants offered employment are required to take a complete physical examination prior to giving service on a regular basis.

Upon completion of the interview process, Human Resources personnel will make arrangements for the successful applicant to have a pre-employment physical prior to being offered employment. Such physical shall consist of the following examinations:

1. Three (3) back x-rays
2. Complete physical examination, including but not limited to:
 - a. Blood pressure check
 - b. Eyes, ears, nose and throat
 - c. Urine test
 - d. Bending and stooping
 - e. Heart
 - f. Body Scan
 - g. Tuberculin Test

The Human Resources personnel will determine acceptability for employment according to ratings by the clinic.

1. A IV Rating -- Physically fit for any work
2. A III Rating -- Defect negligible or correctable
3. A II Rating -- Human Resources Director will review and make determination of fitness for position.
4. A I Rating -- Assistant Superintendent, Human Resources will review and make determination of fitness for position. The decision regarding employment will be made after review by the Superintendent, Risk Manager, and/or other appropriate personnel.

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 a tuberculosis examination within the past 60 days shows 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. (E.C. 49406)

Persons transferring from another district may fulfill tuberculosis examination requirements in either of the following ways: (E.C. 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.
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 personnel services office. It must be filled out by a licensed physician and returned to the personnel services office by the

physician. The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed. (E.C. 44839)

The cost of preemployment examinations may be borne by the applicant. (E.C. 44839, 45122, 49406)

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

Continuing Employees

Continuing employees who test negative on tuberculin skin tests shall undergo a tuberculosis examination at least once every four years. (E.C. 49406)

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. (E.C. 44839, 45122, 49406)

Food Service Workers

All food service workers who cook, serve or handle food are required to obtain a health certificate before being assigned to work in any District cafeteria or kitchen. If a disease is suspected, a blood test or periodic health examinations may be required.

Approved: (10/77 3/84 10/96)

Santa Ana, CA