



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7060

PAGE: 1 OF 4

CATEGORY: **Personnel, Health and Safety**

EFFECTIVE: **1-29-62**

SUBJECT: **Employee Health Evaluations**

REVISED: **7-28-04**

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing health evaluations for employees.
2. **Related Procedures:**

Employee personnel files	7100
Employment status and status change of certificated personnel.....	7212
Industrial accident and illness leave	7131
Nondiscrimination on basis of handicap.....	0110
Retirement of employees	7175
Replacement for employees during long-term absences	7153
Sick leave	7130
Tuberculosis examination	7065
Withdrawal of services by employees.....	8450

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1350, I-1360; Education Code Sections 45122, 44949; California Code of Regulations, Title 5, Section 5504; Employment Regulations for the Classified Service of the San Diego Unified School District.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resources Department, Office of the Superintendent.
2. **Purposes of Health Evaluation Program**
 - a. **To ensure physical and mental fitness** of district employees to carry out duties and responsibilities of their respective jobs.
 - b. **To protect the health** of individual employees.
 - c. **To protect health and safety** of students and other employees.
 - d. **To protect educational opportunities** for students and the educational program by ensuring continuity and quality of service.

3. **Health Standard.** Each employee must be physically and mentally able to perform the duties and responsibilities of his/her position and must be free of any condition or disease that may be detrimental to health and/or safety of students or fellow employees as determined by a licensed physician.
4. **Health Evaluations (Physical Examinations by Physicians) Required at District Expense**
 - a. **Prior to employment** of a candidate in certain classifications involving driving, continuous heavy physical exertion, police work.
 - b. **When employee's mental and/or physical condition** significantly affects his/her job performance or health and welfare of students and/or other employees.
5. **Health Evaluations (by Physicians) Required at Employee Expense**
 - a. **When applying for sick leave benefits:**
 - (1) If employee has been absent for more than five consecutive workdays. (Procedure 7130)
 - (2) During any period when there is a concerted withdrawal of services by employees. (Procedure 8450)
 - (3) For absences of five days or less if, in judgment of principal or department head, a physician's certification is deemed appropriate. (Procedure 7130)
 - b. **When applying for**, and before returning from, industrial accident and illness leave. (Procedure 7131)
 - c. **When applying for long-term leave for health reasons**, and before return to work from such leave. (Procedure 7153)
6. **Health Evaluations That May Be Required at District Expense**
 - a. **Prior to employment** in cases other than specified in C.4.a.
 - b. **At any time after commencement of employment** when circumstances appear to warrant.

7. **By Whom Performed.** The district contracts with private medical clinics and private physicians for performance of health evaluations required at district expense. The Nursing and Wellness Office, Student Services Division, Office of Instructional Support, may be consulted in problem cases.
8. **Cost.** Only evaluations specified as being at district expense (C.4. and C.6.) will be paid for by the district. Exception: When more extensive evaluations are found to be advisable at time of employee-paid evaluations (C.5.), the district *may* authorize further evaluations at no cost to the candidate or the employee.
9. **Confidentiality of Employee Health Information.** Health information is *not* public information (Procedure 9010). All employee health records are confidential and available *only* to qualified medical personnel and certain management employees* on a need-to-know basis. Health records must be removed from personnel files *prior* to review by any management employee for employee interview and selection purposes.

*Access to health records by other than qualified medical personnel is subject to approval by the chief human resources officer (See Procedure 7100 regarding employee personnel files.)

D. IMPLEMENTATION

1. **Preemployment Health Evaluations**
 - a. **Human Resources Department or designee** notifies each candidate for employment who is required to have a health evaluation; arranges appointment with clinic; notifies candidate of date and time of appointment.
 - b. **Clinic conducts health evaluation** and notifies the Human Resources Department with recommendation for employment or nonemployment.
 - c. **Human Resources Department or designee** notifies candidate of health evaluation results; takes appropriate action to remove from eligibility lists or to terminate employment of candidate who is not qualified.

2. **Supplementary Health Evaluations**

a. **Principal/department head:**

- (1) When health of an employee begins to affect employee's performance on the job or others with whom he/she works, contacts the Director, Classified Personnel or Certificated Staffing Administrators, Human Resources Department to discuss the matter.
- (2) Forwards written memorandum to the Human Resources Department with a recommendation for health evaluation, stating reasons.

b. **Human Resources Department** arranges appointment with clinic or consulting physician; provides clinic or physician with any district health records and records from employee's personal physician(s).

c. **Clinic or consulting physician** examines employee; completes a report of the examinations (including recommendation for employment or nonemployment); forwards report, recommendation, and district health records to the Human Resources Department.

d. **Human Resources Department** coordinates, as needed, with physicians designated by the Nursing and Wellness Office for interpretation and evaluation, including prognosis and course of action indicated.

E. FORMS AND AUXILIARY REFERENCES

1. Form letter requesting employee to report for health evaluation, giving date and time of appointment

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education