

# POLICY

## Board of Education

Bernards Township

File Code: M 4160

### SUPPORT STAFF MEMBER'S PHYSICAL EXAMINATION

The Board of Education requires that each support staff member who has received a conditional offer of employment in our District, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with District regulations.

The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment who has received a conditional offer of employment. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines.

No pre-employment examination will be used to determine a candidate's disabilities.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the support staff member's physical and mental fitness to perform with reasonable accommodation in the position he or she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All records containing medical and health information about individual employees, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the employee, the Superintendent, and the school physician shall have access to medical information regarding an individual employee, except that a principal and school nurse so authorized by the employee may receive information about the employee's health history.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

**ADOPTED:** November 22, 2010