

1 Staff Health

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3 Medical Examinations

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

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

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14 Physical Examinations

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

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

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31 Communicable Diseases

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

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41 An employee with a communicable disease shall not report to work during the period of time in
42 which the employee is infectious. An employee afflicted with a communicable disease capable
43 of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis)
44 shall be encouraged to report the existence of the illness so that precautions may be taken to

1 protect the health of others. The District reserves the right to require a statement from an
2 employee’s primary care provider, before the employee may return to work.

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4 Confidentiality

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6 In all instances, District personnel will respect an individual’s right to privacy and treat any
7 medical diagnosis as confidential information. Any information obtained regarding the medical
8 condition or history of any employee will be collected and maintained on separate forms and in
9 separate medical files and will be treated as confidential information. Only those individuals
10 with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or
11 for determining workplace accommodation for the staff person) will be provided necessary
12 medical information.

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14 Supervisors and managers may be informed of necessary restrictions on the work or duties of an
15 employee and necessary accommodations. First aid and safety personnel may be informed,
16 when appropriate, if a staff member with a disability might require emergency treatment.

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		Legal Reference:	29 U.S.C. 794, Section 504 of the Rehabilitation Act								
			29 CFR, Section 1630.14(c)(1)(2)(3)								
			42 U.S.C. 12101, et seq.	Americans with Disabilities Act							
			Title 49, Chapter 2, MCA	Illegal Discrimination							
			Title 49, Chapter 4, MCA	Rights of Persons with Disabilities							
			§ 20-10-103(4), MCA	School bus driver qualifications							
			ARM 16.28.1005	Employee of School – Day Care Facility							
				Care Provider							
			ARM 37.111.825	Health Supervision and Maintenance							

29 Policy History:

30 Adopted on: February 2007

31 Revised on: April 21, 2009

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33 *Note: Revision expands physical examination section (pre-placement physical program).*