

Staff Physical Examinations

Code #523.01

Whenever there is a reason to believe that an employee's health has become detrimental to the health and safety of students or staff or interferes with the discharge of the employee's responsibilities, the Tri-County Area School District Board of Education may require the employee to undergo a medical examination to determine whether the employee can perform his or her job safely and effectively. The Board, in consultation with the employee, medical experts, and/or other health officials, will determine whether the employee can perform the essential functions of the job, with or without a reasonable accommodation, without posing a direct threat to the health and safety of others in the school.

All District employees (including substitutes, coaches and regularly scheduled adult volunteers) shall have the results of a physical examination, including a negative tuberculin skin test and/or blood test on file in the District office before beginning employment and/or having contact with students.

The District shall pay the costs of the initial required physical examination and tuberculin skin test and/or blood test if the employee makes an appointment with the District's designated community medical health facility. The cost of any additional tests are the employee's responsibility. If the employee chooses another doctor and/or clinic, he/she will be responsible for all fees.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board in the District office setting forth: (1) that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; (2) that the employee is to the best of the employee's knowledge and belief in good health; and (3) that the employee claims exemption from the staff physical examination on these grounds. No employee shall be discriminated against by reason of his/her filing an affidavit.

Staff physical examination forms shall be maintained in a separate file from other personnel records and shall be treated as confidential medical records. Only the following individuals shall have access to such information:

- Immediate Supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

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- First aid and safety personnel may be informed, when appropriate, if an employee has a disability which might require emergency treatment.
- Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information upon request.

Legal Reference: Sections 103.13(5), 103.15, 111.321, 118.25(2)(a)(b), 118.25(5), 121.52(3), 146.81-146.83, Wisconsin Statutes
Americans with Disabilities Act
Health Insurance Portability and Accountability Act (HIPPA)

Cross Reference: 453.03, Communicable Diseases
511.00, Equal Employment Opportunities
Current Support Staff Handbook

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