

Amity School District 4J

Code: **GBED-AR**
Adopted: 6/24/92
Revised/Readopted: 12/9/92

Employment Ability and Health Screening - Admin. Regulation

1. Within these administrative procedures:
 - a. The term “applicant” means a person who has filed an application for employment with the district;
 - b. The term “candidate” means an applicant who has been preliminarily selected for employment with the district.
2. Candidates may be required to satisfactorily complete physical ability and/or health assessments prior to final confirmation of employment.
3. The personnel department will:
 - a. Inform applicants if employment is conditional upon satisfactory completion of a physical ability and/or health assessment;
 - b. Schedule physical ability and health assessments, if required, prior to confirming offers of employment to candidates. Tests that may be required are:

Test	Position
(1) Comprehensive Medical Exam	Administrative (all job titles) Custodial/Maintenance (all job titles) Food Services (all job titles) Instructional Assistants
(2) Physical abilities evaluation based on Job/Work Site Analysis	Custodial/Maintenance Services (all job titles) Food Services (all job titles) Instructional Assistants

- c. Notify candidates who are unable to meet the physical/health requirements of a given position;
- d. Maintain confidential files of all records pertaining to employment physical ability and health assessments including consent-for-testing forms and results in separate files apart from personnel files. All such records will be maintained for a minimum of one year and released in accordance with provisions of the Americans with Disabilities Act;
- e. Permit release of test results only to:

- (1) The applicant;
 - (2) District officials or others on a need-to-know basis;
 - (3) As provided by written authorization of the candidate; and
 - (4) Pursuant to a directive from a court of law.
4. The cost of physical ability and health assessments will be paid by the district.
 5. The district will determine the nature and extent of the physical ability and health assessments.
 6. The recommendation of the district’s designated physician or assessment program personnel will be the final authority concerning fitness for employment.
 7. Treatment of any medical condition diagnosed through the employment physical assessment will be the financial responsibility of the candidate.
 8. A candidate with a physical ability and health assessment that does not meet minimum standards to perform the essential functions of a given position may make written application for an alternate position which has physical requirements consistent with the candidate’s abilities.
 9. Candidates who are disabled, as defined by law, may make written request for reasonable accommodation of the disability for the position for which they have been preliminarily selected.
 10. A candidate determined through the physical ability and health assessment not to meet minimum standards for a given position classification may not repeat the assessment within the twelve (12) month period immediately following the date of the original assessment.
 11. Physicians or screening program personnel who perform physical ability and health assessments for the district will be required to provide written notice to the district of agreement to observe the following standards:
 - a. Utilize reliable testing protocols and procedures, and protect the candidate’s privacy to the extent possible;
 - b. Secure the candidate’s written consent to perform the employment physical ability and/or health assessment;
 - c. Perform, as requested by the district, physical ability and/or health assessments in the following order, ensuring the candidate is not referred for further testing unless he/she meets the minimum standards of the preceding test:
 - (1) Alcohol/controlled-substance screening;
 - (2) Comprehensive medical exam;
 - (3) Physical abilities evaluation based on job duty and work site analysis.
 - d. Telephone test findings, including a recommendation regarding fitness for employment, to the district’s personnel office within two (2) days following testing;

- e. Provide written test results and written recommendation regarding fitness for employment to the district’s personnel office within five (5) days following testing.
13. Candidates for employment will be required to sign the attached “Consent for Employment Testing” and “Release of Information” form.

AMITY SCHOOL DISTRICT 4-J

CONSENT FOR EMPLOYMENT TESTING

Part of the employment process includes a health assessment and testing for physical abilities to perform the position you have been conditionally offered. If you wish to complete the employment process, you must consent to testing by signing this form and be tested.

If you are found to be disabled, as defined by law, you may make written request to the district for reasonable accommodation of the disability within the position for which you have been preliminarily selected.

RELEASE OF INFORMATION

I hereby authorize the examining physician and/or assessment program personnel to release to the Amity School District information regarding my medical condition as it relates to the employment criteria and requirements of the State of Oregon and/or the Amity School District. I recognize that the information disclosed may contain information that is protected by federal and state law such as: ALCOHOL, DRUG ABUSE OR MENTAL HEALTH INFORMATION, obtained in the course of my assessment.

I understand the examining physician is not my physician and this assessment does not constitute a complete medical examination; it is an assessment to determine my eligibility for employment in a particular job classification.

I will provide true, correct and complete facts. I understand that misrepresentation or omission of facts will be grounds for being denied employment or for termination of employment. I specifically consent to the disclosure of such information for the purpose of becoming an employee of the Amity School District.

Candidate's Name - PRINTED

Date

Candidate's Signature

Witness