

AR GBGA-R ~~Health Examinations~~ Staff Health

Issued ~~2/09~~ 00/21

Initial employment

Each employee, except bus drivers, will present to human resource services upon employment a report from a licensed physician, certifying that the employee does not have any communicable disease.

Prior to employment, the employee must present to human resource services a completed form DHEC 1420 (tuberculin skin test) or the official doctor's statement. The test must have been performed within ~~30 days~~ 12 months of the start of employment.

Bus drivers will present a report of a physical examination and form DHEC 1420 to student transportation services upon employment.

Mandatory reporting of tuberculosis exposure

Any employee who is notified by health officials of exposure to tuberculosis is required to report the event to the office of human resource services.

Re-evaluation for tuberculosis

Employees required to take tuberculin treatment will file appropriate forms in the office of human resource services upon completion of treatment.

Exceptions to the requirements for initial and re-evaluation tuberculin tests may be granted only by the State Department of Health and Environmental Control. Obtaining this authorization is the sole responsibility of the employee.

Disability retirement

Employees who need information and assistance regarding disability retirement should contact human resource services and the state retirement systems. Disabled employees are encouraged not to withdraw their funds from the retirement systems until they have thoroughly investigated their eligibility for disability retirement. Once funds have been withdrawn from the system, employees are ineligible for disability retirement.

Workers' compensation claims (also see policy ED)

Employees involved in accidents on the job must report such accidents to their supervisors immediately and complete a report of accident form. Accidents are to be reported by the supervisor to the district's risk management office in a timely manner, on the prescribed form.

Bus drivers/bus assistants physical examination and physical performance test

Bus drivers

Every two years, each bus driver will be required to pass the department of transportation medical examination for commercial fitness determination and pass the physical performance test as required by the state department of education.

Bus assistants hired before July 1, 2006

Every two years, each bus assistant will be required to pass a medical examination from a ~~district~~ district-approved provider and pass the physical performance test.

Bus assistants hired after July 1, 2006

Every two years, each bus assistant will be required to pass the department of transportation medical examination for commercial fitness determination and pass the physical performance test.

Issued 5/23/00; Revised 2/24/09; 00/00/21