

PRE-EMPLOYMENT PHYSICALS, DRUG TESTING

Subject Requirements

1. Depending upon the position being hired, a job applicant who has received an offer of employment shall be required to undergo drug testing. Said offer of employment is conditioned on the satisfactory outcome of the drug testing.
2. Any job applicant who has received an offer of employment for a bus driving position shall be required to undergo drug testing and a physical as required by the Department of Transportation. Said offer of employment is conditioned on the satisfactory outcome of the drug test and physical examination.
3. Any job applicant who has received an offer of employment for a custodial, maintenance or food service position shall be required to undergo a physical. Said offer of employment is conditioned on the satisfactory outcome of the physical examination.
4. Any job applicant who has received an offer of employment for any other job not listed above may be required to undergo a physical. Said offer of employment is conditioned on the satisfactory outcome of the physical examination.

Procedure

1. All job applicants shall sign the consent form for pre-employment, post-offer drug testing and physical during the application process. If the applicant fails to sign the consent form, they shall not be considered for employment.
2. When a candidate has been offered employment, the offer is conditioned on the satisfactory outcome of the drug screening process and an evaluation of the physical examination, if the physical was required as outlined above.
3. The candidate shall sign the appropriate forms for testing and/or physicals and report to the medical office that the district contracts with for testing and physicals. The candidate shall report for testing within 24 hours of the offer of employment. The candidate shall report for a physical, if required, by appointment with a designated physician.

Physical Examination

1. The doctor's role will be limited to advising the district about an individual's functional abilities and limitations in relation to job functions and about whether the individual meets the district's health and safety requirements.
2. PBCCS will provide the doctor with specific information about the job, such as a job description and job analysis.
3. PBCCS will inform the doctor that any recommendations or conclusions related to hiring or placement of an individual should focus on:
 - a. Whether this person currently is able to perform this specific job, with or without an accommodation;
 - b. Whether this person can perform this job without posing a direct threat to the health or safety of the person or others.
4. PBCCS will not rely solely on the doctor's opinion but on the best available objective evidence, which may include the experience of the individual, advice of rehabilitation counselors, occupational or physical therapists and others with direct knowledge of the disability and/or the individual concerned.
5. PBCCS may seek advice from the doctor on possible accommodations that would overcome a disqualification.
6. Any information obtained from post-offer medical examinations and inquiries must be collected and maintained on separate forms, in separate medical files and must be treated as a confidential medical record, separate from an employee's personnel file.

Employment

PBCCS may begin employment of an individual on a probationary basis pending the return and satisfactory outcome of the drug test results and/or physical examination results.

Fees

The expense for said drug testing and/or physicals shall be borne by PBCCS.

Termination

1. Any candidate, who fails to sign the consent form, fails to report for testing within 24 hours or whose urine sample fails the temperature test, shall have the offer of employment rescinded.
2. Any candidate whose outcome of the drug test is not satisfactory shall have the offer of employment rescinded.
3. An offer of employment may be rescinded by PBCCS because of the results of a medical examination or inquiry if:
 - a. The reasons for the exclusion are job-related and consistent with business necessity or the person is being excluded to avoid a direct threat to health or safety; or
 - b. No reasonable accommodation was available that would enable this person to perform the essential job functions without a significant risk to health or safety or that such an accommodation would cause undue hardship.

END OF POLICY
