

## PERSONNEL AND NEGOTIATIONS

### MISCELLANEOUS PERSONNEL AND NEGOTIATIONS POLICIES

#### Staff Health

The Board of Education seeks to provide a healthful and safe working environment for the total school community. The Board employs individuals who have physical and mental capacity which will enable such employee to reasonably perform the duties required of the position, and to assure that all employees share a standard of health that will contribute to the safe, healthy, and efficient performance of work.

#### A. Medical Examinations

All offers of employment will be conditioned on the satisfactory outcome of a medical examination. District employees will undergo medical examinations as required by law (e.g., bus driver annual physicals), and when consistent with the district's business necessity.

Examinations may be by a school doctor at the district's expense, or by the individual's physician. Individual's using their own doctor will be reimbursed up to the standard fee agreed to by school doctors. Examinations performed by a school doctor or by the family doctor will be reported on a form furnished by the school district.

Information regarding the medical condition or history of any applicant or employee shall be collected and maintained on separate forms and in separate medical files. It shall be treated as a confidential medical record.

The district may, in appropriate cases, require a medical examination prior to returning to work following an extended leave of absence.

Failure to undergo a required medical examination may be grounds for dismissal.

#### B. Tobacco-Free Environment

It is the policy of the West Genesee Central School District that there be no smoking or use of tobacco inside District buildings, on school buses, or on District grounds at anytime. Employee conduct that is inconsistent with this policy will be evaluated for appropriate disciplinary action in accordance with other existing Board policies, applicable collective bargaining agreements, the Civil Service Law, and the Education Law.

C. Cancer Screening

In accordance with Federal and State law, it is the policy of the district to entitle its employees to mandated health services (such as breast or prostate cancer screenings).

Update  
Presentation: 5/6/09

First  
Vote: 5/20/09

Second  
Vote: 6/3/09



**Physical Examination Report  
 For New Employees**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Past Medical History: (place an "X" in the appropriate box)**

Do you have a History of:	Yes	No	Do you have a History of:	Yes	No
Allergies			Heart Murmur		
Arthritis			Hypertension		
Asthma/respiratory problems			Indigestion		
Back problems			Kidney problems		
Bleeding gums			Mental illness		
Cancer (growths/tumors)			Migraine headache		
Concussion(s)			Physical disability		
Diabetes			Seizures		
Drug/Alcohol abuse			Sinus problems		
Fatigue			Skin disorder		
Fevers/night sweats			Speech problems		
Glaucoma			Strep throat		
Hearing problems			Tuberculosis		
Heart Disease			Visual problems		
Chronic Unexplained Cough/weight loss			Exposure to Tuberculosis		

***Serious illness/injury in past 3 years. (Specify with date):*** \_\_\_\_\_

***Past Surgical Procedures:*** \_\_\_\_\_

***Current Medications:*** \_\_\_\_\_

REQUIRED IMMUNIZATIONS (Birth – Five Program)	Date	Results
Tuberculin Test (Mantoux)		Negative: o Positive: o
Diphtheria Tetanus (DT)		N/A

**Physical Examination:**

Height \_\_\_\_\_ Weight \_\_\_\_\_ B.P. \_\_\_\_\_ Pulse: \_\_\_\_\_

Visual Acuity (rt) (lt) \_\_\_\_\_ Hearing Acuity (rt) (lt) \_\_\_\_\_ Peripheral Vision: \_\_\_\_\_ Color Blind? \_\_\_\_\_

Head:	Respiratory:
Ears:	Abdomen:
Nose:	Genitourinary:
Throat and Neck:	Musculoskeletal:
Cardiovascular:	Metabolic/Endocrine:
Skin:	Extremities:

***I hereby certify that I have examined the above named applicant and find he/she is physically qualified for lawful employment.***

\_\_\_\_\_  
 Physician's Signature

\_\_\_\_\_  
 Date of Examination

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number