



# **SAN DIEGO COMMUNITY COLLEGE DISTRICT**

## **Administrative Procedure**

### **Chapter 7 – Human Resources**

#### **4260.1 - HEALTH EVALUATION AND MEDICAL EXAMINATION**

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This procedure is applicable to all employees. It implements medical certifications required by law and those additionally required by the District.

#### **REGULATIONS**

1. Employment--is contingent upon current and prospective employees meeting approved standards of physical and mental fitness.
2. Confidentiality--shall be maintained. (See Policy 0002, ACCESS TO DISTRICT RECORDS.)
3. Medical examinations
  - a. Pre-employment medical examinations are required for all classified employees and employees in selected job classifications where job-related activities involve a special level of physical fitness because of exertion and labor, e.g., physical education staff.
  - b. May be required for employees after an extended illness, health leave, or when deemed necessary by the supervisor with the approval of college/center president or chief administrator and the Assistant Chancellor - Human Resources and Administrative Services (See Section "IMPLEMENTATION").
  - c. Drug Testing will be included in the examination prior to employment of persons in positions deemed sensitive; i.e., college police officers, delivery drivers, or other positions which drug or alcohol-affected performance could clearly endanger the health and safety of others.
4. Retirant--upon employment, all retirants who are retired for service and who have not been previously employed as a retirant, shall be required to file a Certification of Freedom from Disabling Disease unfitting the retirant to instruct or associate with students on a form provided by the District, in addition to the Tuberculosis Certification Requirement required in Procedure 4260.3 (Education Code Section 87408.5.)
  - a. Medical examination is required for completion of the medical certificate, conducted not more than six months before completion and submission of the certificate, at the expense of the retirant. The medical certificate shall be completed and submitted by the physician directly to the District.
  - b. Medical certification shall become part of the personnel record of the employee and open to employee or his/her designee.

5. Certificated new in California--must submit a medical certificate which has been completed not more than six months prior to submission (Education Code Section 87408.)
6. Cost/Provision for Examinations--District shall arrange and pay for physical examinations required by the District, except in paragraphs 4 and 5 above.
7. Certifications required by paragraphs 4 and 5 shall use SDCCD Form 4260.1, Attachment 1.

#### IMPLEMENTATION

1. College/Center President or Chief Administrator--if a physical examination is deemed necessary:
  - a. Consults with Human Resources.
  - b. Discusses the matter with the employee and attempts to obtain concurrence with the desirability of a health examination.
  - c. Forwards written request to the Assistant Chancellor - Human Resources and Administrative Services, recommending a health examination and setting forth the reasons.
2. Human Resources:
  - a. Schedules appointments for health examinations, notifies employees/applicants, and follows up as required in accordance with District procedures and current law.
  - b. Provide information/counseling to employees and staff, if needed.
  - c. Reviews requests from college/center president or chief administrator of employees to have a health examination.
3. Employees--submits medical certificate and/or completes health examinations in accordance with District procedures and current law.

#### FORMS/REFERENCES

1. SDCCD Form 4260.1, MEDICAL CERTIFICATE  
(Stocked and issued by Human Resources)

Adopted:        October 14, 1998

SUPERSEDES:  
Procedure 4260.1, 8/15/85