HUMAN RESOURCES

Health Requirements and Medical Examinations

Certification of Freedom from Communicable Tuberculosis

1. Each new employee must submit to the Compliance Office verification of freedom from communicable tuberculosis prior to beginning employment. The verification is to be based on recorded results of skin tests, X-ray, and other examinations, singularly or in combination, as deemed necessary by the physician. Verification of a test performed within twelve (12) months of employment will be accepted.

2. The certification of verification and tracking of freedom of communicable tuberculosis shall be kept on file in the Department of Human Resources for all employees.

3. Extension of time for obtaining proper verification may be given by the Associate Superintendent for Human Resources or his designee in unusual circumstances. Any extensions longer than 30 days will require a physician's recommendation.

4. These requirements are in accordance with the Prince William County Code, Chapter 7A - Health Certificates. Section 7A-4 of that code states: "Any person violating this chapter shall be subject to a fine of not less than ten dollars ($10.00) nor more than fifty dollars ($50.00). Each day of violation shall constitute a separate offense."

5. Since tuberculosis tests are mandated by the Code of Virginia (22.1-300) and are not a requirement originating with the School Board, employees must pay any associated costs. (Reference: Report of the Attorney General, July 19, 1976)

6. The Associate Superintendent for Human Resources or his designee retains the right to ask employees to be retested when there is a specific medical indication for retesting.

Medical Examinations

1. For good cause, the Director of Human Resources may request that an employee submit to a medical examination or furnish medical records as a condition of continued employment. Costs for such medical examinations and records will be paid by the Prince William County Public Schools.
2. At the request of the immediate supervisor, an employee may be requested to submit a physician's certificate verifying the illness of the employee. Costs of such certification will be paid by the employee. (Reference: Virginia School Laws, Section 22.1-301)

3. School bus drivers are required to have an annual physical examination as required by the State Board of Education. The cost of the examination will be paid by the employer.

4. A post-offer physical examination is required for all warehouse, maintenance, custodial, school bus driver, school bus attendant, and vehicle mechanic positions certifying an employee's ability to perform the requirements of the position description. The cost will be paid by the employer when funds are available.

5. Maintenance employees whose position requires asbestos removal are required to have an annual asbestos physical meeting the physical examination requirements of the Occupational Safety and Health Administration guidelines. The cost will be paid by the employer. The asbestos physical examination results are required to be kept for thirty (30) years following separation of the employee from the school division.

The Director of Human Resources will be responsible for the monitoring and implementation of this regulation.

Prince William County Public Schools