



POLICY

TEACHING STAFF MEMBERS

**Haddonfield
Board of Education**

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Physical Examination
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3160 PHYSICAL EXAMINATION

The Board of Education shall requires any candidate for employment who has received a conditional offer of employment to undergo a physical examination pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA) pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include but not be limited to a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Teaching staff member physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Health records of candidates for employment and current teaching staff members including computerized records, shall be secured and will be stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records will be kept confidential. Only the teaching staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual teaching staff member. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C.6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual the teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the



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event of an emergency requiring treatment. In such instances, a teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require physical psychiatric examinations of a teaching staff member whenever, in the Board's judgment a teaching staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – Examination for Cause or disability in accordance with Policies 3425 – Work Related Disability Pay and 3435 – Anticipated Disability.

42 U.S.C.A. 12101
N.J.S.A. 18A: 16-2; 18A:16-3; 18A:16-5
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

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R 3160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate’s:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
 - b. A health screening shall include, but is not limited to:



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- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;

C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

D. Health Records

1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

E. Teaching Staff Member Physical Examination and Medical Updates

1. Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for



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duty physical examination by a school district approved physician or institution at the Board's expense.

- a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
- b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.

2. The physician or institution completing the examination will be provided the fitness requirements for each position.

I. Review of Examinations and Assessments

1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer, to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.

J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
 - b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
 - c. If it is determined upon completing the examination or assessment tests, the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

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