

## **Personnel - Non-Certified**

### **Appointments**

All non-supervisory non-administrative personnel shall be appointed to their positions by the Superintendent of Schools.

This policy does not apply to Board of Education appointed personnel including Board of Education clerk, auditor, legal counsel, etc.

## **Personnel - Non-Certified**

### **Physical Examinations**

#### **New Personnel**

All new non-certified personnel shall submit to the Office of the Superintendent of Schools evidence of a physical examination obtained no earlier than six months prior to the date of employment and no later than thirty days after the date of employment.

#### **Employed Personnel**

All employed non-certified personnel who are required by state regulation to have annual examinations shall submit, to the Office of the Superintendent of Schools, prior to the beginning of the school year, evidence of a physical examination obtained within the past six months.

#### **Contractors Serving the District**

All contractors serving the School District shall submit the Office of the Superintendent of Schools no later than October 1<sup>st</sup> of each school year, evidence of a physical examination for each of their employees who are in direct contact with children on a daily basis.

#### **Specific Procedures**

1. Physical examination forms will be supplied by the Superintendent's office, and it is required that they be used in all instances.
2. Full and complete results of the physical examinations will be maintained in the administering doctor's office. Only a statement attesting to the individual's health and submitted by the examining doctor will be kept on file in the Superintendent's office.
3. Physical examinations may be administered by an individual's family physician and the District shall pay that portion of the cost which is equal to the cost of the examination administered by the District physician. The remainder of the cost will be borne by the individual.
4. Physical examinations, when required by Board Policy or state regulations, may be requested by an individual to be administered by the District physician and the expense shall be borne by the District. The request should be made to the Office of the Superintendent of Schools.
5. The cost of a physical examination required for an individual by the Superintendent of Schools under A & B above, shall be borne by the District.

**Personnel -- Non-Certified****Health Examination****Chest X-Ray or Intradermal Test**

All employees upon initial employment shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the Health Department) to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Education upon recommendation of the local health officer.

The Superintendent may require a medical examination of any non-certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

## Personnel -- Non-Certified

### Health Examinations

#### Cafeteria Workers

All individuals involved in food preparation must have an annual physical examination before the opening of school. The examination may be done by any licensed physician. However, the following items must be checked in the examination:

#### MEDICAL EXAMINATION AND RECOMMENDATIONS BY DOCTOR

CODES					
<b>0</b> means no defect	<b>1</b> means slight deviation	<b>2</b> means under irremediable defect	<b>3</b> means reportable defect requiring attention	<b>TR</b> means under treatment	<b>C</b> means corrected

Eyes \_\_\_\_\_  
 Ears \_\_\_\_\_  
 Lymph nodes \_\_\_\_\_  
 Thyroid \_\_\_\_\_  
 Nose & Throat \_\_\_\_\_  
 Teeth & Gums \_\_\_\_\_  
 Heart \_\_\_\_\_  
 Blood Pressure \_\_\_\_\_  
 Lungs \_\_\_\_\_

Orthopedic \_\_\_\_\_  
 Nervous System \_\_\_\_\_  
 Hernias \_\_\_\_\_  
 Skin \_\_\_\_\_  
 Nutrition \_\_\_\_\_  
 Speech \_\_\_\_\_  
 Urine \_\_\_\_\_  
 Chest x-ray or Skin test initial examination \_\_\_\_\_

Recommendations, additional information or any limitations:

After the examination has been done, the procedure is as follows:

1. The examining physician must send a report to the school authorities of the results of the examination. Blanks for this purpose will be furnished by the school department.
2. The contents of the examination will be reviewed by the medical staff of the school system before the individual examined will be certified for employment.
3. The cafeteria worker must agree that the school physician may consult with the examining physician if additional information is needed.
4. At any time the school authorities may demand a physical examination by the school physician.
5. A chest x-ray or skin test will be required every fourth year of all cafeteria workers.

Regulation issued:

November 11, 2009

ANDOVER PUBLIC SCHOOLS  
 Andover, Connecticut

## Personnel -- Non-Certified

### Drug and Alcohol Testing For School Bus Drivers

The Andover Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol-testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Drivers License (CDL) to operate school vehicles.

Legal Reference:      United States Code, Title 49  
                                  2717 Alcohol and controlled substances testing (Omnibus Transportation  
                                  Employee Testing Act of 1991)  
                                  Code of Federal Regulations, Title 49  
                                  40 Procedures for Transportation Workplace Drug and Alcohol Testing  
                                  Programs  
                                  382 Controlled Substance and Alcohol Use and Testing  
                                  395 Hours of Service Drivers  
                                  *Holiday v. City of Modesto* (1991) 229 Cal. App. 3d. 528, 540  
                                  *International Brotherhood of Teamsters v. Department of Transportation*  
                                  932 F. 2d 1292 (1991)  
                                  *American Trucking Association, Inc. v. Federal Highway Administration*,  
                                  (1995) WL 136022 (4th circuit)  
                                  Connecticut General Statutes  
                                  14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics  
                                  and forklift operators  
                                  14-276a Regulations re school bus operators and operators of student  
                                  transportation vehicles; qualifications; training. Pre-employment drug test  
                                  required for operators

Policy adopted:      November 11, 2009

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