



Policy Number:	4040
Policy Title:	Post-Offer Employment Medical Examination

1. All job applicants accepting an offer of employment shall be required, at District expense, to submit to a post-offer medical examination which shall include drug and alcohol testing.
2. Appointments with the medical facility providing the examination and drug and alcohol testing shall be made by the District within one to two days of job acceptance.
3. Prior to reporting for drug and alcohol testing, the applicant shall complete a Consent and Release Form to be kept on file in the District office.
4. When the applicant reports to the medical facility for the scheduled examination and testing, identification shall be provided to the facility.
5. The physical examination shall include a urine test or a blood test. The test will include an analysis for drug or alcohol content.
6. If the examination indicates there are no health problems that would prevent the applicant from performing the essential functions of the job, and no illegal drugs, prescription drugs not legally prescribed or alcohol are found to be in his or her system at the time of the test, the employee shall be permitted to assume the job.
7. All medical records and test results shall be kept confidential, filed in separate files and shared only on a need to know basis. Only the General Manager and the Administrative Assistant shall have access to the actual test results.
8. District employment application forms shall contain a notice to applicants stating the requirements of this policy.