

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7335 Health Examinations

References:

Government Code Section 12940;
42 U.S. Code Section 12112;
29 Code of Federal Regulations, Part 1630

Certain jobs within the District may require a prospective employee to submit to a pre-employment medical examination. In such cases, upon receipt of a conditional offer of employment, the prospective employee will be given an order for a medical examination to be performed at a clinic location of the District's choosing and at the District's expense.

If the prospective employee is not cleared by the physician or other licensed medical practitioner to perform the essential job functions, District Human Resources will notify the prospective employee of the results, informing the prospective employee that they do not qualify for the position based on the results.

When an employee demonstrates behavior that is interfering with the performance of his/her assigned duties, the manager may submit a written request for a fitness for duty assessment to the College Personnel Department or District Office of Human Resources. The request must include examples of the behavior. In considering such a request, the District Office of Human Resources will consult with a physician or other licensed medical practitioner. If the request is approved, the employee shall be required to have an assessment by a physician or other licensed medical practitioner, as circumstances dictate, acceptable to the District and at the District's expense. The assessment will be conducted at District expense.

Also see BP/AP 7330 titled Communicable Disease and BP/AP 7336 titled Certification of Freedom from Tuberculosis

Ratified November 19, 2014