

Policy number: II-7	Subject: REQUIRED PHYSICAL EXAMINATIONS AND MEDICAL TESTS FOR EMPLOYEES
Approved: Agency Board: Policy Council:	Revision: one June 28, 2006 May 17, 2006

Objective:

To provide a healthy work-force meeting the requirements of state licensing for child care programs and to insure drivers meet Commercial Drivers License requirements.

Policy:

New employees are required to have physical examinations (form provided by the Agency) and evidence of a tuberculosis screening with negative results, if required by state regulations. New physicals are required based on the statement of the medical provider and generally are at least every three years, and usually are annual. Those employees taking regular prescribed medication, due to commercial driver's license requirements, are very specific and are also indicated by the provider.

Procedure:

1. The agency may provide payment of up to \$150 for required physicals as detailed in administration procedures, for full-time employees with at least one year of agency experience. Post job offer physicals and/or drug testing may also be required and paid for by some grant funding. All CDL holders will be subjected to random drug testing utilizing written procedures. All employees are subject to drug testing if there is a reasonable suspicion the employee may be using drugs and alcohol.
2. Employees must remain capable of performing regular duties which may include acquiring and maintaining a valid commercial driver's license.
3. Tennessee bus transportation officials may have additional requirements. If a change of health status is suspected, an additional medical exam by the health care provider designated by the agency may be required.
4. Eligible employees will file for reimbursement with proof of expense paid, exam documentation, and approval of eligibility by supervisor notation.