

**STAFF HIRING – PRE EMPLOYMENT PHYSICALS**

**PURPOSE:**

It is the purpose of this policy to set forth the North Kingstown School Committee's expectations in regards to pre-employment considerations given by the School Administration to all potential employees prior to the finalization of activities essential to the employment of a person to fill a position within the staffing ranks of the North Kingstown School Department.

**PHILOSOPHY:**

The North Kingstown School Committee is committed to ensuring that all prospective employees are physically capable of performing the essential functions of the position for which they are being considered. At the same time, the School Committee wishes to ensure compliance with non-discrimination laws. Accordingly, the School Committee promulgates this policy which sets forth the stipulations as herewith stated.

**POLICY STATEMENT:**

All persons seeking employment with the North Kingstown School Department shall be required to submit to a physical examination exclusive of those positions following with the job responsibilities of coaching and the COZ program which will be governed by an administrative regulation.

This pre-employment physical shall not be required until after a conditional job offer is extended. Once a conditional job offer is extended to an applicant, a physical examination will be conducted by a health professional chosen by the School Department. The sole purpose of this examination will be to determine the job applicant's ability to fulfill the essential functions of the position with or without reasonable accommodation, and its scope shall be limited accordingly. The Supervisor of Human Resources shall be responsible for developing the standard examinations for each category of position. All individuals offered a position will be required to take the same standard examination for the category of position offered.

The information obtained as a result of the pre-employment physical shall be maintained in separate files and treated as a confidential medical record, except that information from the pre-employment physical may be released to supervisors who must be aware of work restrictions and/or accommodations, first aid and safety personnel who may need to give emergency treatment, and government officials investigating compliance.

Conditional job offers will be withdrawn based upon the results of the pre-employment physical only where that pre-employment physical uncovers a disability that will prevent the applicant from performing the essential functions of his/her job without reasonable accommodation.

Pursuant to R.I.G.L. 28-6.2-1, the School Department shall be responsible for the costs of said pre-employment physical, regardless of whether or not the applicant is ultimately hired.

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