

### PHYSICAL EXAMINATION

The Board of Education and/or Superintendent will require all administrators **new administrative staff members**, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties **and freedom from communicable diseases, including tuberculosis.** Such examinations shall be done in accordance with the Superintendent's guidelines.

**Employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification.**

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be maintained in a separate, confidential medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act.

**In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02, the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the examination.**

**Employee will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).**

**In the event of a report indicating that the candidate is not qualified to perform the position's essential functions, with or without reasonable accommodation, the Superintendent will make a recommendation to the Board for non-employment. The Superintendent or his/her designee may discuss the results of the report with the health care provider who conducted the medical examination prior to the Superintendent making a recommendation to the Board.**

**If a physical examination is used as a method for determining physical fitness to meet the requirements of 105 ILCS 5/24-5, everyone in that job classification must be required to have the physical.**

105 ILCS 5/24-5  
42 U.S.C. 12101 et seq.  
29 C.F.R. Part 1630  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 C.F.R. Part 1635

Adopted 6/26/06  
Amended 2/14/2011  
To Policy Committee 11/25/2013 Revised – Collins  
To Board 1/13/2014 1<sup>st</sup> Reading; 1/27/2014 2<sup>nd</sup> Reading