

2.012.

Pre-employment Physical Examinations

GENERAL POLICY STATEMENT

The Executive Director is authorized to require a physical examination of any finalist under consideration for hire into a specific class of employment at C.E.S. When the Executive Director has established that a pre-employment physical examination is required for a specific class of employment, no applicant may be hired into that class without successfully completing the physical examination. The Administrative Services Director shall coordinate such examination as part of the employment screening process. The physical examination shall be conducted by a medical doctor selected and paid by C.E.S.

The results of such physical examination shall be confidential and shall not be disclosed by C.E.S. or its employees to any person other than any C.E.S. employee to whom such disclosure is necessary.

ADOPTED: March 21, 1991
REVISED: October 22, 1992
REVISED: June 1, 2000

2.012A. Pre-employment Physical Examinations – Procedures

A. School Bus Driver/Student Transportation Vehicle Operators

Pre-employment physical examinations are required for finalists under consideration for hire as school bus drivers or as operators of C.E.S. student transportation vehicles, including any finalist for a position requiring the applicant to have a public transportation permit. The pre-employment physical examination shall include a urinalysis drug test administered in accordance with the following requirements:

1. The applicant shall be informed in writing at the time of application of C.E.S.' intention to conduct a urinalysis drug test.
2. The applicant shall complete a signed consent form prior to drug testing. Refusal to sign the consent form shall eliminate the applicant from consideration.
3. No C.E.S. employee, representative, agent or designee may observe the applicant in the process of producing the urine specimen.
4. The drug testing shall be conducted by a competent medical laboratory experienced in and capable of demonstrating quality assurance, chain of custody documentation, detailed reporting procedures, technical expertise and proficiency in urinalysis. Laboratory procedures must utilize a reliable methodology, including procedures to confirm any positive test result which procedures must meet the requirements of subdivisions (2) and (3) of Section 31-51u of the Connecticut General Statutes.
5. The applicant shall be given a copy of any positive urinalysis drug test result.
6. The result of any urinalysis drug test shall be confidential and shall not be disclosed by C.E.S. or its employee to any person other than any C.E.S. employee to whom such disclosure is necessary.

7. Urinalysis drug test results, if maintained on C.E.S. premises, shall be maintained with the other employee medical records and shall be subject to the privacy protections afforded by applicable federal and state laws.
8. Applicants will be informed that if at any future time in their employment they are requested to drive a C.E.S. vehicle, they will not be permitted to do so unless they have completed appropriate drug testing at the time of hire or voluntarily thereafter.

B. Custodians

Pre-employment physical examinations, not including urinalysis drug testing, are required for finalists under consideration for hire as custodians.

REVIEWED & AUTHORIZED: June 1, 2000