

# POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 1 of 3

Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## 4160 PHYSICAL EXAMINATION

The Board of Education **shall** requires ~~any each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

**In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be is-not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.**

### **Optional**

~~¶ Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty examination in addition to the physical examination required pursuant to N.J.S.A. 18A:16 2.a. This examination shall not be used to determine a candidate's disabilities and shall be used only to determine whether the applicant~~



# POLICY GUIDE

~~is able to perform with reasonable accommodation job-related functions pursuant to ADA. Comprehensive fitness for duty examinations, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who receive a conditional offer of employment.}¶¶~~

SUPPORT STAFF MEMBERS

4160/page 2 of 3

Physical Examination

¶¶  
**Optional**¶¶

~~{Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures. Psychological assessments, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.}¶¶~~

¶¶  
**Optional**¶¶

{Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of CDS ~~controlled or dangerous substances~~, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.}¶¶

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.



# POLICY GUIDE

**Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

**The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

## SUPPORT STAFF MEMBERS

4160/page 3 of 3

Physical Examination

**Health records of candidates for employment and current support staff members** ~~All staff members' medical and health records~~, including computerized records, **shall will** be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records **shall will** be kept confidential. Only the **support** staff member, the Superintendent, and his or her designee ~~the school medical inspector~~ shall have access to medical information regarding an individual **support staff member** ~~employee~~. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

**Pursuant to N.J.A.C. 6A:32-6.3(c)**, ~~an individual~~ **The support** staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the~~ **support** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

**Pursuant to N.J.S.A. 18A:16-2**, ~~the Board may require~~ **Additional individual** ~~psychiatric or physical or psychiatric~~ examinations of a **support** any staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **support** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy



# POLICY GUIDE

4161 – **Examination for Cause** or disability in accordance with Policies  
4425 – **Work Related Disability Pay** and 4435 – **Anticipated Disability**.

42 U.S.C.A. 12101  
N.J.S.A. 18A:16-2; **18A:16-3**; **18A:16-5**  
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 September 2021  
Revised/Readopted: \_\_\_\_\_, 2025

