

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

**POST-EMPLOYMENT MEDICAL SCREEN AND VACCINATION POLICY
(NEW-HIRES)**

Effective Date: August 1, 2009
Reference(s): Code of Federal Regulations (CFR), Title 29, Part 1910.1030(f)(1)(i)-Hepatitis B Vaccination, 29 CFR 1910.1030(f)(2)(i)-Hepatitis B Vaccination

Purpose:

To establish an uniform policy for conducting new employee Tuberculosis (TB) post-employment screening, and for offering the Hepatitis B vaccination series to all new employees.

Employees Covered Under this Policy:

All newly hired Office of Education Services (OES) employees, including permanent, probationary, time-limited, temporary, and contract employees (who will be working with students for 60 days or more).

Policy:

All newly hired employees and contractors as defined above shall be required to undergo a TB screen during the first 60 days of employment or contract period, as applicable.

Instructions for completing the TB screening will be provided in the New-Hire Orientation (NHO) notebook, which all new employees shall receive on their first day of employment. Contract employees shall receive the TB screen instructions from their contract administrator.

School nursing staff will also provide a briefing on the TB screen process in the Bloodborne Pathogen Training during NHO. New employees will be instructed to complete the TB screen at the local Health Department, and submit a signed health screen certification form to the Human Resources Office within 60 days of employment. OES will pay for the TB screens completed at the local Health Department using the identified voucher process. Employees opting to complete the TB screen at their personal physician's office shall be responsible for the cost of the screen.

If an employee has a positive skin test, or a history of a positive skin test, s/he will be required to submit documentation of fitness for duty from the County Health Department, or the employee's personal physician.

All new employees shall also be provided the opportunity and instructions for receiving the Hepatitis B vaccination. This information will be provided in the NHO notebook, and will be briefed by the school nursing staff during the Bloodborne Pathogen Training during NHO. OES will pay for the Hepatitis vaccinations completed at the local Health Department using the identified voucher process. Employees opting to receive the Hepatitis vaccination at their personal physician's office shall be responsible for the cost of the vaccination.

Employees declining the Hepatitis B vaccination, or who fail to complete the vaccination series, shall be required to sign and submit a declination statement for filing in their medical file.

Failure to adhere to this policy as indicated above can result in disciplinary action, up to and including dismissal.