

Helix School District 1R

Code: **GBED**
Adopted: 1/8/97
Orig. Code(s): None

Pre-Employment Physical/Drug Testing

The Helix School District #1-R may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins his/her employment duties.

All offers of employment may be made contingent on medical examination results.

Medical examinations will be conducted by a medical doctor selected by the district. District required medical examination expenses will be paid by the district.

The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions.

1. The exclusionary criteria are job related and consistent with business necessity;
2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job;
3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures or by the provision of auxiliary aids or services;
4. The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Pre-employment drug testing for illegal drugs may be required. If drug testing is required, the District will determine the type of drug test and where the test is to be conducted.

Applicants who test positive will be expected to submit to a second test. Applicants who test positive a second time will not be hired.

Information the District receives regarding medical examinations and drug testing will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).