



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 7 – Human Resources

AP 7330 – COMMUNICABLE DISEASE - EMPLOYEES

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that he/she is free of active tuberculosis, by a physician or surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

For academic positions only, the medical certificate must indicate that the applicant is free from any communicable disease unfitting the applicant to instruct or associate with students, including, but not limited to, active tuberculosis.

The Vice Chancellor of People, Culture, and Technology or designee or their designee may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, or were not tested because of a lack of risk factors, are required to undergo the foregoing tuberculosis risk assessment and, if risk factors exist, examination at least once every four years upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing tuberculosis risk assessments and examinations shall no longer be required, and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow-up care.

If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination, an employee shall cause to be on file with the District a certificate from the examining physician or surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of their knowledge and belief they are free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, they may be excluded from service until the Vice

Chancellor of People, Culture, and Technology or their designee is satisfied that he/she is not so afflicted.

A person who transfers their employment from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that within the past four years they had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the college previously employing them that it has the required certificate on file.

A person who transfers their employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 that shows that within the last four years they had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing them that it has the required certificate on file.

A contract of employment may be offered to an applicant subject to the submission of the required medical certificate. The medical certificate becomes a part of the personnel record of the employee and may be inspected or copied by the employee or their designee upon request.

The Vice Chancellor of People, Culture, and Technology or designee shall:

1. Two months prior to expiration of an employee's certificate, send to the employee a "Notice to Employee" advising them of the upcoming expiration of their certificate and provide the employee with a District form for physician's/surgeon's signature.
2. If the employee has not submitted a new certificate by the end of the month in which the old certificate expired, delay the employee's pay warrant and advise the employee in writing.
3. If an employee has not submitted a new certificate by the end of the month following the month in which the old certificate expired, place an item on the docket of the Board for its next regularly scheduled meeting recommending that the employee be suspended from duty without pay until the certificate is submitted, and advise the employee in writing.

References: Education Code Sections 87408, 87408.6, and 88021.

Approved: 6/24/76 (as 4260.3)
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Supersedes Procedure 4260.3