

Personnel – Certified/Non-Certified

Pre-Employment Physical Examination

The Executive Director may require of any applicant for employment a physical examination only after an offer of employment has been made. The Executive Director may at any time require a physical examination of any employee of CREC. The cost of all the above examinations shall be borne by CREC.

All applicants for school transportation drivers, including van drivers, will be required to undergo pre-employment, post job offer, drug tests.

Policy adopted: June 1999
Policy readopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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1. An applicant may not be required to take a physical examination, respond to medical inquiries or provide information about Workers' Compensation claims before CREC makes an offer of employment.
2. The Executive Director may require post offer physical examinations provided it is required of all entering employees in the same position.
3. The Executive Director may require a physical examination of any current employee. This may only be done where it is job related and consistent with business necessity.
4. Any action taken as a result of any physical examination must have the prior approval of the Executive Director.

Drug Screening

1. Pre-employment drug tests are required for all employees that transport students. If an individual is expected to, as part of their job requirement, drive students, they must have a pre-employment drug screening. The positions for which this is applicable include:
 - Paraprofessionals (if required to have a Public Service License);
 - Teachers (if required to have a Public Service License);
 - Residential Counselors;
 - Home Supervisors;
 - Assistant Residential Directors;
 - Residential Managers;
 - Social Workers (if required to have a Public Service License);
 - Temporary employees (if required to have a Public Service License); and
 - Consultants (if required to have a Public Service License).
2. Drug screening is done by Industrial Health Care Company (IHC) Corporate Headquarters, 1060 Day Hill Road, Windsor, CT 06095.
3. Each employee, prior to an offer of employment, should be directed to call (See Attachment A for nearest IHC locations and Attachment B for directions), make an appointment and appear for the drug screening. The employee should be given a set of instructions.

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Drug Screening (continued)

4. Results of the drug screen will be forwarded to the Human Resources Department which will then confirm the results to the hiring program.
5. Information on the drug screen will be kept in a separate, confidential medical file.
6. Costs for the drug screening will be borne by the program but will actually be processed and paid by Human Resources. The budget line this expense will be charged to #613 – Medical.

Regulation approved: June 1999
Regulation reapproved: September 17, 2003

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INSTRUCTIONS TO APPLICANT
(Attachment C)

As part of our pre-employment process you may be required to report for a drug screening. The position for which you applied may involve the transportation of students and thus, Connecticut General Statutes require that you take and pass a drug screen.

Your drug screen will be performed by Industrial Health Care (IHC) at any one of its six locations. IHC is open 8:00 a.m. to 8:00 p.m. Monday through Friday. You have been pre-registered for the test by the program to which you are applying. You will need to bring a photo ID with you for screening. You should also, at that time, be able to give a urine sample.

The cost of the drug screen will be paid by CREC.

Directions to IHC are on the reverse side of this notice.