

**TUBERCULOSIS TESTS FOR EMPLOYEES**

1. A TB skin test (by injection) is necessary to comply with the requirements for TB clearance. TB tine tests for adults will not be accepted as inaccurate results can be obtained.
2. No person shall be initially employed by the District in an academic or classified position unless the person has submitted to a tuberculosis risk assessment and, if risk factors are present, been examined within the past 60 days to determine that he or she is free of active tuberculosis, by a physician licensed under the California Business and Professions Code. New employees are responsible for arranging for a TB test or risk assessment at their own expense. The test or risk assessment should be done before the employee begins work.

A person who transfers his or her 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 he or she was examined within the past four years and was found to be free of communicable tuberculosis.

A person who transfers his or her 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 Section 121525 of the Health and Safety Code that shows that he or she was examined within the past four years and was found to be free of communicable tuberculosis.

3. Permanent employees and part-time faculty are required to renew their TB certification every four years.
4. If the employee elects to go to one of the District's physicians, the District is billed and there is no cost to the employee. However, if the employee elects to go to another physician, he/she will be reimbursed for the test in the amount of charge by the District's lowest cost physician.
5. TB clearances are to be sent to the District Human Resources Office for processing. TB clearance documents presented must clearly indicate the name and address of the facility performing the test.
6. If a positive result is obtained from the skin test, the employee will be required to obtain an x-ray. If the employee elects to go to one of the District's physicians, the District is billed and there is no cost to the employee. However, if the employee elects to go to another physician, he/she will be reimbursed for the test in the amount of charge by the District's lowest cost physician.
7. Employees who are medically unable to undergo a skin test or x-ray must present a physician's statement to that effect. The physician must also certify that an examination has been performed and that the employee has been found free of the symptoms of active tuberculosis.

District Human Resources may exempt, for a period not to exceed 60 days following pregnancy, an employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

8. TB clearance expiration dates will be monitored by District Human Resources. Employees whose TB clearances have expired will be sent a request from District Human Resources to submit proof of clearance within ten days. A copy of this notice will be sent to the employee's supervisor, the College Human Resources Department and District Payroll.

9. If at the end of ten days District Human Resources has not received information from the employee, a letter will be sent to the employee from the Director of Human Resources advising compliance must be met within five working days. A copy of this notice will be sent to the Dean (academic employees) or Business Manager (classified), the College Human Resources Department and District Payroll.
10. If compliance has not been received after five working days of the issuance of the Director's letter, the employee will be contacted by certified letter advising that the employee will be subject to disciplinary action. A copy of the notification letter will be sent to the appropriate bargaining union.
11. Employees will be given a reasonable amount of time away from their duties in order to receive the test. Since this is a job-required test, employees will not be charged for sick leave for this brief visit to a physician. All hourly classified and student employees working in the college cafeterias, including cashiers, are required to submit proof of freedom from TB.
12. This procedure shall not apply to any employee of the District who files an affidavit stating that he or she adheres 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 his or her knowledge and belief he or she is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he or she may be excluded from service until the District Human Resources Office is satisfied that he or she is not so afflicted.

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Contra Costa County Health Department