

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

HEALTH REQUIREMENTS

APPLICABILITY

This procedure shall apply to all full-time employees of the College and such part-time positions as deemed appropriate by the Executive Director of Human Resources.

PROCEDURE WITH RESPECT TO PROSPECTIVE EMPLOYEES

Employment of candidates for an opening shall be contingent upon an acceptable medical examination (conducted by a physician selected by the College).

The basic pre-employment medical examination shall include such items as may be requested by law and such other items which the Executive Director of Human Resources may require.

PROCEDURE WITH RESPECT TO EMPLOYEES

1. Periodic examinations of regular employees may be made.
2. Examination of reinstated employees:

Individuals being reinstated within thirty (30) calendar days after their separation from employment with the College will not be required to take a medical examination unless their absence was caused by an illness or injury. However, medical examinations may be desirable in any instance where it is questionable that an employee is medically qualified for the work to which he/she is being assigned. In such circumstances, the examination shall precede actual reinstatement.

3. Examination for employees who were absent from their jobs due to accident or illness for more than thirty (30) days.
 - a) The employee must receive authorization to return to work from his/her health care provider.

- b) The College may require approval by its medical consultant for an employee to return to work.
- c) The employee's return to work must be approved by the supervisor, in consultation with the Executive Director of Human Resources, if there are any medical restrictions.

GENERAL

1. The medical record shall become a separate part of the employee's personnel file and will be retained by the Human Resources Office as a permanent, confidential record for the duration of the employment.
2. The cost of the pre-employment medical examination shall be borne by the College.
3. The cost of medical care or treatment required to make the job applicant employable shall be the sole responsibility of the applicant.

Adopted—Administrative Committee
April 1, 1975
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July 1, 1977
Revised—President's Cabinet
August 8, 1988
June 24, 1996
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September 22, 1997
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