



13.4 EMPLOYEE HEALTH REQUIREMENTS

After the Conditional Job Offer is made a physical examination will be required. It is to be scheduled by the employee using a list of clinics in close proximity of their home, or it may be conducted as part of New Hire Orientation by a licensed clinic. Either are paid for by LADD. The purpose of the physical is to confirm that the employee is Fit-to-Work per the ADA and physical requirements of the job.

At the time of hire, all new employees must complete a Communicable Disease/TB Screening questionnaire before working with the people supported. Should the screening indicate the need for further testing and/or medical review, it will be completed by the LADD-designated clinic. Employees who are required to get TB testing and are given the TB skin test must return to the designated clinic within the required time frame to get the results read. Failure to do so will result in being unable to work at any LADD location.

LADD must annually review the health and mental status of all employees and volunteers to ensure that the health of the people we serve and the quality of care they receive is not negatively affected. All employees must complete an Annual Health Review to be completed and signed by employees attesting to their health status.

At the time of hire as part of New Hire Orientation, employees are offered at no charge to receive the Hepatitis B vaccinations are offered to all new hires at orientation. If an employee initially declines the Hepatitis B vaccination but later decides to accept, they should contact the Human Resources Department to obtain authorization. LADD will pay for the Hepatitis B vaccine for employees who choose to have it administered. An employee who chooses to receive the Hepatitis B vaccine and does not complete the required series may be responsible for the costs due to his/her failure to report in a timely manner and the series requested to be re-administered.

An employee who reports a medical condition, including physical, emotional, or mental health conditions, that temporarily prevents them from safely performing the essential functions of their position, or that could negatively impact the health, safety, or quality of services provided to those we support, may be relieved of their work assignment for the affected scheduled shift(s).

The organization will evaluate each situation on an individual basis and will comply with all applicable federal and state laws. Eligible employees may be offered job-protected leave in accordance with the Family and Medical Leave Act (FMLA) or other applicable leave policies.

When required by law or business necessity, the employee may be asked to provide medical certification or a fitness-for-duty release from a qualified healthcare provider confirming their ability to safely return to work and perform the essential functions of the position, with or without reasonable accommodation.

The organization will engage in an interactive process, as required by the Americans with Disabilities Act (ADA) and applicable state law, to determine whether a reasonable accommodation is appropriate.