
Administrative Procedure
Chapter 7 – Human Resources

AP 7330 COMMUNICABLE DISEASE – EMPLOYEES

References:

Education Code Sections 87408, 87408.6, and 88021; California Code of Regulations Title 8 Section 5193; 29 Code of Federal Regulations Part 1910.1030

It shall be the responsibility of the Vice President, Human Resources, or designee, to administer these procedures.

Every full-time employee must undergo a pre-employment health screening appropriate for the position as determined by the District, which shall be provided by the District at no expense to the employee.

Prior to initial employment and as often as required by statute, each employee, except when exempted by the Education Code, shall provide evidence that he/she/they has submitted to an x-ray of the lungs or an approved intradermal test (not a Tine test) to determine that he/she/they is free from active tuberculosis.

Employees on sick leave in excess of ten (10) consecutive days (not including personal necessity days) prior to returning to work and after obtaining clearance from the employee's physician, may be required to secure medical clearance from a District-designated physician. The medical clearance must be submitted to the Vice President, Human Resources, or designee. The cost of the District-designated physician, if any, shall be borne by the District.

In extraordinary circumstances for serious illness or serious accident, the District may require a health report for absences of less than ten (10) successive days to be submitted to the Vice President, Human Resources, or designee. If an employee goes to the District-selected physician, the District will pay. However, if the employee goes to his/her/their own physician, the employee will pay.

For successful applicants for academic positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.

- The medical certificate shall be submitted by a physician as authorized by code.

- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- 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 is open to the employee or his/her/their designee.

COVID-19 Immunization

Scope of Coverage

It is strongly recommended for employees, volunteers, and interns to be vaccinated and/or obtain vaccine boosters against the virus that causes COVID-19 and adhere to federal, state, and local public health guidelines, including wearing a face mask and other protective measures, as appropriate, in order to:

- be physically present on District premises; **or**
- participate in District activities.

Effective Dates

This Administrative Procedure shall be effective immediately upon adoption and shall remain in effect until the District determines that the Section is no longer necessary. The Superintendent/President has the authority to reinstate the COVID-19 vaccine mandate, originally approved by the Board of Trustees on November 17, 2021, as provided by applicable federal, state, and local public health guidelines, in order to protect against exposure or severe illness from COVID-19.

Obtaining a COVID-19 Vaccine

Individuals may obtain a COVID-19 vaccine from any County provider, or any health care provider authorized to administer the vaccine. If any individual has difficulty obtaining the vaccine, please contact Human Resources.

Prohibition of Harassment and Discrimination

The District will not tolerate any discrimination or harassment against employees, volunteers, and interns based on vaccination status or individuals taking mitigation measures, such as wearing a face mask. Employees, volunteers, and interns found to be engaging in such discrimination or harassment may face discipline up to and including termination. If you believe you have experienced harassment, discrimination, or retaliation due to an exemption from receiving the COVID-19 vaccine, contact Human Resources.

Questions

Questions about the vaccination requirements may be directed to Human Resources.

Also see BP/AP 5210 Communicable Disease – Students, BP 7330 Communicable Disease – Employees, BP/AP 7335 Health Examinations, AP 7336 Certification of Freedom from Tuberculosis, Personnel Commission’s Laws/Rules, and the related collective bargaining agreements for applicable employee groups.

Revised: October 22, 1991 (AR3011); April 14, 1992 (AR 3033); November 17, 2021; April 17, 2024