

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NO. 4505-1</b>
<b>SUBJECT:</b>  <b>SPECIAL HEALTH APPRAISAL</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 06/16/87; 12/03/09; 03/01/12</b> <hr/> <b>PREPARING OFFICE;</b> <b>HUMAN RESOURCES</b>

**I. PURPOSE:**

To establish procedures for Special Health Appraisal.

**II. PERSONNEL AFFECTED:**

All Personnel.

**III. PROCEDURES:**

- A. The school principal or other administrator shall notify the general director of human resources when an employee should be considered for a Special Health Appraisal. This notification will be written and will contain a brief explanation of the specific concerns the administrator has about the employee's health as it relates to his work effectiveness.**
- B. The general director of human resources will then hold a conference with the employee to inform the employee of the administrator's concerns and to explain the procedures to be followed.**
- C. The employee will then be required to have a physical examination by a physician selected by the human resources office.**
  - 1. The cost of this examination will be borne by the Board of Education.**
  - 2. The maximum number of diagnostic appointments will be two (2).**
  - 3. If further sessions are necessary, this expense must be borne by the employee.**
- D. The general director of human resources will coordinate the securing of the physician, the required paper work, and the appropriate business office requisition.**
- E. The report of the examination will be made by the examining physician to**

**06/18/80**

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**Topeka Public Schools**

**SPECIAL HEALTH APPRAISAL (Continued)**

**Human Resources on forms provided by the school district and shall include not only objective evidence, but also a clear value judgment concerning the physical condition of the employee.**

- F. After receiving the report from the physician or physicians, the superintendent or the superintendent's designee shall prepare a written recommendation consistent with the medical findings and judgment and present it to the Board of Education for such action as it may deem appropriate.**
  
- G. If it is determined that the employee has health difficulties which could and should be corrected in order to be fully effective in a position, the employee will be expected to secure those corrections. In such a case, the employee will make an appointment at his/her own expense for a re-examination within a period of six months.**