

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7330 Tuberculin Testing

Reference(s):

Education Code 87408.6

The RSCCD tuberculin testing procedures have been developed in accordance with board policy and Education Code provisions.

New and Rehired Employee Testing Requirements:

1. New employees must provide evidence of being free from active tuberculosis prior to starting work.
2. The test result must be dated within 60 days prior to the employment date. If currently employed by another school district, or if being rehired by RSCCD, prior test results are acceptable when they are dated within the last four years.
3. The cost of tuberculin testing is borne by the applicant, not the district.

Mandatory Employee Testing Program:

1. The Office of Human Resources will issue notification letters on a monthly basis to employees who are required to retest for TB.
2. The notification letter will be used by Campus Health Services as authorization to perform the TB skin test. Those requiring a chest X-ray will be referred to an appropriate agency or a private contractor of the district.
3. Campus Health Services will collect the notification letters and periodically forward them to the Office of Human Resources, along with a Budget Transfer Form. Human Resources will transfer the appropriate funds to cover the cost of tests completed by Campus Health Services.
4. Employees may use their own health-care providers. Reimbursement will be limited to the amount the District would expend for skin tests if performed by Campus Health Services, or an x-ray performed by the contracting provider (Education Code 87408.6 (e)).
5. Employees may be able to use medical insurance to cover test costs, depending on the coverage provision of their plan, if any. For reimbursement, employees must submit a legible invoice to the Office of Human Resources. The invoice must detail the type of services provided and the itemized costs of those services.

Voluntary Employee Testing Program:

District employees may participate on a voluntary basis in district funded TB testing program every two years. The district funding limits and procedures are the same as those listed above

for the mandatory program except that notification is not made by the district. Employees are responsible for monitoring testing intervals and for submitting billing invoices to the Office of Human Resources for payment. TB tests under the voluntary program must be obtained during a four-month window period beginning two months prior to the second year testing and not later than two months after the two year anniversary date.

Responsible Manager: Vice Chancellor, Human Resources

Revised: April 18, 2005

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