



ADMINISTRATIVE PROCEDURES

No. 7330.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COMMUNICABLE DISEASE – EMPLOYEES

For successful applicants for academic and classified 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.
- 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 their designee.

Process of Notification to Employees:

Upon the offer of employment, successful applicants shall be made aware of the required medical certification by both verbal directive and as outlined in the employment onboarding forms.

For ongoing recertification, the employee shall receive a notification letter from Human Resources defining the upcoming expiration of certification and requirement to recertify.

Certification Process

The Human Resources office shall coordinate with local medical facilities that provide such medical certification, including but not limited to active tuberculosis, to provide vendors and options to complete this required certification. Should the employee have an associated cost with such certification, the District will reimburse the employee up to the amount allowable under usual and customary circumstances.

Should additional testing be required, such as an x-ray, this examination is a condition of initial employment and the expense shall be borne by the applicant.

Also see AP 7336.1 Certification of Freedom from Tuberculosis

References: Educational Code Sections 87408, 87408.6, and 88021