

CONDITIONS OF EMPLOYMENT

All applicants who are recommended for employment shall be required to comply with all procedures adopted by the South Tech Charter Academy, Inc. Board, hereafter referred to as the Board, in order to be eligible for employment South Tech Charter Academy, Inc. Such procedures shall include, but shall not be limited to:

1. Completion of forms required by federal and state agencies and the Board;
2. Completion of forms related to the employee benefits package; and
3. Pre-employment physical examination:
 - a. The pre-employment medical examinations required in 3.10 shall be administered for the following purposes:
 - (1.) To determine whether an applicant meets the physical requirements of the position for which the applicant has applied. If the results of the examination indicate that the applicant is not able to safely or fully perform the duties of the position and reasonable accommodations cannot be made, then the applicant shall be so advised. An applicant may reapply for a similar position, subject to another pre-employment medical examination, when the applicant's condition improves to the extent that the applicant meets the physical requirements of the position or reasonable accommodations can be made. An applicant who is determined medically unsuitable to perform a particular position is not prohibited from applying for other positions for which the applicant may be qualified if the applicant meets the safety and performance requirements of the other positions.
 - (2.) To determine whether an applicant is a user of illegal drugs that may affect performance.
 - (3.) For the purposes of this Policy, drugs shall mean "Controlled Substance" as defined in accordance with Chapter 893, Florida Statutes.
 - (4.) Initial positive drug results will require a confirmation test. If the confirmation test supports the initial positive findings, these findings will be reviewed with the applicant. The applicant will not be eligible for employment.
 - (5.) Applicants for employment who refuse a pre-employment medical examination or who test positive for drugs shall not be medically released for employment in any position.
 - (6.) Pre-employment medical examination results are confidential and are not to be disclosed except to the extent required by law.
 - b. School District of Palm Beach County employees on leave to work for the Board and that elect to remain on the District insurance plan shall not be required to comply with a pre-employment physical examination.
 - c. Potential Board employees not on leave from the School District of Palm Beach County, including former employees of the District who have had a break in service and are no longer eligible for health insurance coverage with the District, must complete a pre-employment examination and receive medical clearance from professionals selected by the Board. The medical examination may consist of a physical examination and/or testing for potentially impairing, disabling, communicable and terminal diseases or conditions including, but not limited to, tuberculosis and other pulmonary diseases, carcinoma, acquired immune deficiency syndrome, diabetes, hypertension, anemia, cardiovascular diseases, muscular skeletal diseases or disorders, hearing and visual impairments, mental or nervous disorders, alcoholism and drug abuse.

Disabled applicants shall be considered for employment if they are qualified and meet the safety and performance requirements of the position.

Authority: 120.53, 230.22(1), 231.001, F.S.

Implemented: 230.23(5), F.S.

History: New: 7/01/2004; Revised: 7/07/2005; **Revised: 6/09/2011**

Reference: Palm Beach School District Policy 3.10, **STA Repealed Policy 3.11 (Included)**

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New Hire Check List:

- ___ Employment Application
- ___ W-4 Employee Withholding Allowance Certification
- ___ Employment Eligibility Verification Form
- ___ Copy of Drivers License or documents that establish identity
- ___ Copy of acceptable document that established Employment Eligibility
- ___ Payroll Direct Deposit Authorization
- ___ Self-Reporting of New Arrests and Convictions Affidavit
- ___ Employment Acknowledgement Agreement for a Drug Free Workplace
- ___ Medical Questionnaire
- ___ Life Insurance Application
- ___ Health Insurance Application
- ___ Dental Insurance Application
- ___ 403b Approved Vendor List
- ___ Long & Short Disability Application
- ___ Aflac Application
- ___ Charter School Authorization Form
- ___ Application for Background Check
- ___ Application for Security Check
- ___ Drug Screening Form

Employee Signature

Date