



# Employee Tip Sheet

## MEETING TB EXAM REQUIREMENTS

### ***Tuberculosis examinations are a condition of employment!***

All Academic and Classified employees and those Unclassified employees and volunteers working with minors must furnish evidence of freedom from active tuberculosis. This examination is considered so important that it is considered a condition of initial employment under California Education Code Section 87408.6. **Your employment cannot be processed until the requirement is met.** Fortunately, the process for fulfilling the requirement is such that it can be completed between the time you accept an offer of employment and the day you are scheduled to begin work. Here's how.


#### **1. WHAT IS REQUIRED**

You must submit the results of an examination indicating freedom from active tuberculosis. The examination may be either a chest x-ray or tuberculin skin test administered by an appropriate health official within 60 days prior to employment.

- A person who transfers from another school district, private or parochial school, secondary school, or nursery school in California can provide written evidence of an examination verifying freedom from tuberculosis performed within the past four (4) years or a certification from the previous employing district certifying such evidence is on file with them.
- A woman may defer the examination for tuberculosis if pregnant or within 60 days of the end of a pregnancy. For such deferrals, LACCD's Tuberculosis Compliance Certification (HR-11) must be submitted no later than the first day of employment indicating the reason for the deferral. The tuberculosis exam must take place immediately following the 60<sup>th</sup> day after pregnancy and the examination results submitted within the timeline noted in Section 3 below.

#### **2. WHERE TO GO**

As a new hire, you are responsible for making the arrangements for this examination and for paying the cost of the exam. (The District does not reimburse.) If you are currently have medical plan coverage, your plan may even cover the cost of the exam. The exams are low-cost and may be taken at a variety of places. Sources include:

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- [Los Angeles County Department of Health Service Public Health Center](#) offering TB testing
  - Private mobile chest x-ray units (frequently located at major shopping centers)
  - Private physician or medical group
  - College, university, school district or other employer which maintains examination facilities

If you take a skin test, you must return within two to three days for the test to be read.

#### **3. WHAT TO SUBMIT**

You must submit LACCD Form Tuberculosis Examination Compliance Certification before but not later than your first day of service. The results of the test should be attached to the form. (If timing of the skin test is such that the results are not available by your first day of service, it must be submitted within five (5) days of initial assignment.

**Please treat this task as the priority it is. If it is not done, your assignment is subject to termination.**