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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

POLICY TITLE: Pre-Employment Physical Examinations  
POLICY NUMBER: 7006

7006.1 All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician’s examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual’s fitness to work.

7006.1.1 Employment will not occur until after a negative controlled-substance test result is certified with the exception of cannabis, a Schedule I hallucinogenic substance under the California Uniform Controlled Substances Act, per California Health & Safety Code § 11054 (d)(13), and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for. The District Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District’s opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled-substance test result and the physicians’ fitness-for-work certification, and that employment will be terminated if controlled-substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.

7006.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

7006.2 Retesting of an individual who was previously employed on a temporary, part-time, or full-time basis will be required if more than three months have elapsed since the individual’s last day of work for the District.

7006.3 Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

7006.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

7006.5 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the District Manager and his/her confidential designee shall have access to the actual test results.

7006.6 District employment application forms shall contain a notice to applicants as follows:

*The District has a policy of requiring a physician’s physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician’s physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*