

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** GDA-RA  
**Responsible Office:** Human Resources

### Medical Examinations

#### I. PURPOSE

To set forth requirements and procedures for independent medical examinations

#### II. PROCEDURES

A. The annual physical examination for regularly employed and substitute bus operators is administered by physicians designated by the Board of Education, at no cost to the employee. All other employees in positions requiring a commercial driver's license (CDL) will obtain a physical examination every two years, administered by the Board of Education at no cost to the employee.

#### B. Independent Medical Examination

When it appears that an MCPS employee has a physical or mental condition that adversely affects his/her competence, the well-being of students, the public, or other employees or causes the employee to be absent excessively, the associate superintendent, Office of Human Resources, is responsible for the following:

1. Placing the employee on leave for unusual or imperative reasons with pay, without pay, or with loss of substitute pay; on sick leave; or on annual leave.
2. Ensuring that the employee does not return to work until he/she has been examined by a licensed physician, as designated by the associate superintendent, Office of Human Resources.
3. Reviewing the report of the physician's findings and recommendations with the chief operating officer or his/her designee and determining the employment status of the employee (e.g., return to work, continued leave status, retirement, or termination).

C. Responsibility for Follow-Up

The associate superintendent, Office of Human Resources is responsible for retaining all medical files for any employee of the school system who obtains an independent medical examination.

*Regulation History:* Formerly Regulation No. 285-5, revised October 1982, revised February 1986; revised March 27, 2007.