

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.4 MANAGEMENT PERSONNEL

**4.405 ANNUAL PHYSICAL
EXAMINATIONS - MANAGEMENT**

SECTION 4.405.1 Physical Examination Procedure

The procedure for reimbursement of annual physicals for certain designated administrative positions shall be as follows:

The administrator shall submit billing for physical examination to the District insurance carrier as designated in the fringe benefit package. The portion of the cost not paid for by the insurance carrier shall be billed to the District on a miscellaneous expense claim. The District portion of payment shall not exceed \$150 per employee annually.

The employee shall be responsible for having the results of the physical examination forwarded to the Personnel Department for inclusion in the employee's personnel file.