Policy 0600

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Examinations and Physicals **Policy Number**: 0600 **Chapter Title**: Safety and Health **Effective Date**: March 1, 2011 **Supersedes Policy Number**: 0600 **Dated**: November 1, 2008
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The department and the commission are committed to protect the safety and health of Missouri Department of Transportation employees. Examinations and physicals will be required of external applicants and current employees as described in this policy.

DEFINITIONS

Medical Physical Exam: An examination of all body systems and a review of an individual's medical history completed by a medical physician knowledgeable of MoDOT job requirements.

Work Simulation Exam: An examination, performed by a physical therapist, occupational therapist, or physical therapy assistant, which requires an individual to perform tasks that measure strength, conditioning, and the ability to perform the physical demands of the essential work tasks of the job.

Range of Motion (Agility) Exam: An examination that measures the ability to perform basic body movements as compared to medical standards. Range of motion examinations establish a baseline of basic body movements for each individual.

PROCEDURES

1. The Central Office Risk and Benefits Management Division is responsible for establishing and monitoring both the medical standards and the network of providers for the program. The Central Office Human Resources Division is responsible for consistent application of the provisions of this policy including coordinating and arranging the appropriate physicals/exams for new hires, rehires, and current employees.

2. The department will conduct one of, or a combination of, the following pre-employment/post-offer exams: medical physical exam, work simulation exam, or range of motion exam of applicants who receive offers of employment in physically demanding positions. Applicants for non-physically demanding and emergency worker positions who receive offers of employment will not be required to take any exams. For drug test procedures, please refer to Personnel Policy 2508, "Drug Testing Program."

3. The need for pre-employment/post-offer medical physical exams and work simulation/range of motion exams required on applicants for physically demanding rehires is determined by their length away from service, (if break in service is less than 60 calendar days, no exams needed), the physical demands of the position, and whether a work simulation/range of motion exam has previously been conducted. Applicants rehired into non-physically demanding job titles or emergency worker positions do not need a pre-employment/post offer exam.(Refer to Attachment 1.)

4. The pre-employment/post-offer medical physical exam, work simulation exam, or range of motion exam, when required, must be conducted and results received prior to an applicant starting employment. Supervisors must not give the applicant a start date until the human resources representative provides authorization to do so.

5. All physically demanding positions and positions known to expose an employee to hazards will be indicated on the Job Opportunity Announcement by means of an “X” next to the words, “Physically Demanding.”

6. An employee who permanently transfers from a non-physically demanding job to a physically demanding job title will be required to successfully complete the appropriate work simulation exam or range of motion exam and a medical physical exam. (Refer to Attachment 2.)

7. Any employee permanently transferring into the maintenance worker job title series must successfully complete the work simulation exam at the required level and medical physical. (Refer to Attachment 2.)

Employees will not perform work that exceeds his/her current work simulation level. Employees who are to perform work at a higher work simulation level will need to first successfully complete the appropriate work simulation level exam. (Refer to Attachment 2.)

8. The local human resources representative is responsible for updating work simulation exam data in the USR3 table, in SAM II, and ensuring that employees who permanently transfer to other maintenance work groups and/or other physically demanding job titles do not exceed their current work simulation level. (See Procedure 0600, “Examinations and Physicals.”)

9. The department will schedule periodic medical exams for employees exposed to known occupational health hazards. These exams will be determined and scheduled by the Central Office Risk and Benefits Management Division.

10. Medical examinations required in this policy are paid by the department and will be conducted by designated health care providers. Records of specific exams are maintained in separate medical files by the Central Office Risk and Benefits Management Division and will be treated confidentially.

11. The Central Office Risk and Benefits Management Division, Central Office Human Resources Division, and Chief Counsel’s Office will conduct a review of documentation whenever an individual fails to pass the medical physical examination, the work simulation examination, the range of motion examination, or any other examination that may affect an individual’s employment status. The district engineer or division leader/state engineer will make the final decision on an individual’s employment eligibility status.

CROSS REFERENCE

Policy 2508, "Drug Testing Program"

PROCEDURE

Procedure 0600, "Examinations and Physicals" (http://hrwiki/index.php/Procedures_0600)

ATTACHMENTS

Attachment 1, Process for New Hire/Rehire

Attachment 2, Process for Additional Testing

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