

# Policy 0600

## From Human Resources

Revision as of 15:45, 30 June 2009 by Uballr1 (Talk | contribs)  
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<b>PERSONNEL POLICY</b> <b>PROCEDURE</b>
<b>Procedures for Policy Number and Title:</b> <u>0600</u> , <u>“Examinations and Physicals”</u>
<b>Effective Date:</b> <u>July 1, 2009</u> <b>Chapter Title:</b> <u>Safety and Health</u>
<b>Supersedes Procedure Number</b> <u>0600</u> <b>Dated</b> <u>January 1, 2009</u>
<b>Approved By:</b> Micki Knudsen, Human Resources Director  (Signature on file)

## PROCEDURES

1. These procedures have been developed to provide consistency for entering work capacity levels for employees as they relate to work simulation exams.
2. The local Human Resources representative is responsible for updating work simulation 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.
3. Data entered into the SAM II USR3 table for “Effective Date” field should be the hire date or the date of re-hire. It is important that you enter the data in the following format: MM/DD/YY.
4. Data entered into the SAM II USR3 table field number one is the “Name of The Work Simulation Provider.”

5. Data entered into SAM II USR3 table field number two, "Level Achieved or Work Simulation Physical Passed" will be either Level 1, Level 2, or Level 3 (maintenance positions only) or one of the codes listed below. Do not use Roman Numerals.

- =CO (Construction)
- =M (Materials)
- =GSM (General Services-Mechanics)
- =RBM (Regional Bridge Maintenance)
- =COLAB (Central Office Lab)
- =E (Electrician)
- =SA (Supply Agent)
- =MA (Motorist Assist D-4 and D-6)
- =GEO (Geologist)
- =MECH (Field Mechanic, Shop Mechanic, Equipment Specialist)
- =SC (Survey Crew)
- =NPD (Non-Physically Demanding)

6. Data entered into SAM II USR3 table field number three is as follows:

- Enter – "175C" for 175 lbs. concrete saw
- Enter – "213C" for 213 lbs. concrete saw

7. Data entered into SAM II USR3 table field number four is for the date of the work simulation physical.

- Enter – "MM/DD/YYYY"

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