

4219-R Post-Offer, Pre-Employment and Return-to-Work, Fit-for-Duty Physical Testing

POST-OFFER, PRE-EMPLOYMENT PROCEDURES:

1. Documenting physical requirements: The physical requirements of the essential functions of a job are determined using information from the applicable job description and a job site analysis, performed by a Campbell County School District (CCSD) approved with an occupational/physical therapist performing measurements on functions as needed. When the physical requirements for a specific job classification change, the supervisor must contact the human resources office and update the job description on file.
2. Position vacancy announcements: Announcements for vacant positions in job classifications subject to this policy must contain information about the physical requirements of the essential functions of the job and a statement that employment is contingent on the successful completion of a post-offer, pre-employment physical. capacity profile test.
3. Job offers: Offers of employment for jobs in classifications subject to this policy must clearly state that employment is contingent upon successful completion of a physical capacity profile post-offer, pre-employment physical.
4. Scheduling the test: All prospective employees in a subject job classification must successfully complete the post-offer, pre-employment physical test *before* work begins. Supervisors and Administrators will provide information about the process, and instruct the prospective employee to contact the testing vendor to schedule an appointment. for the test.
5. Testing: The testing vendor will consistently administer the post-offer, pre-employment physical capacity profile test to all prospective employees for a job classification at the level necessary for performing the essential job functions. Since As employment has not yet commenced, time in performance of the testing is not considered work time.
6. Test results: The testing vendor delivers test results to the Hhuman Rresources office.
 - a. The human resources office maintains test results in a confidential medical file, separate from the individual's application file and personnel file (if hired).
 - b. Human resources personnel are responsible for conveying the test results to the prospective employee and the hiring manager/supervisor in a pass/fail form.
 - c. Prospective employees who wish to request a reasonable accommodation for a disability may contact the Director of Human Resources Manager. Requests for accommodation will be considered before further action is taken.

d. Only after the prospective employee passes the **post-offer, pre-employment** physical **capacity profile test**, or a reasonable accommodation for a qualified individual is agreed upon, may he or she begin work.

7. **Reapplying for the same job classification:** Individuals who fail the **post-offer, pre-employment** physical **capacity profile test** for a job classification must wait a period of six **months weeks** before reapplying for the same position, or another position with similar or higher physical requirements, unless extenuating circumstances, temporary in nature, are shown to have contributed to the failure.

RETURN-TO-WORK, FIT-FOR-DUTY PROCEDURES:

1. An employee who has sustained a job-related injury or illness, and has been on an extended medical leave for at least 30 days, will be required to pass a return-to-work, fit-for-duty physical prior to returning to work.

2. If an employee is unable to successfully pass the return-to-work, fit-for-duty physical, the employee has the option to participate in a work hardening program.

a. The length of the work hardening program will follow the recommendation of the treating occupational/physical therapist, generally no longer than six weeks.

b. The treating occupational/physical therapist will work in conjunction with the Wellness and Safety Manager and human resources to monitor progress and establish anticipated timelines for the employee to safely return to work.

c. The work hardening program will fall within the parameters of our existing job protection policies of Family Medical Leave Act and Medical Leave.

3. If an employee is unable to successfully complete the return-to-work, fit-for-duty physical after completion of the work hardening program, the employee's supervisor will work with human resources to reassign the employee to a suitable existing position; however, no new position will be created. As the goal is to protect employees from injury, a suitable position may not be available, and the employee may face termination.

4. Documenting physical requirements: The physical requirements of the essential functions of a job are determined using information from the applicable job description and a job site analysis performed by a CCSD approved occupational/physical therapist. When the physical requirements for a specific job classification change, the supervisor must contact the human resources office and update the job description on file.

5. Testing: The testing vendor will consistently administer the return-to-work, fit-for-duty physical to all employees at the level necessary for performing the essential job functions.

6. Test results: The testing vendor delivers test results to the human resources office.

a. The human resources office maintains test results in a confidential medical file separate from the individual's application and personnel files.

b. Human resources personnel are responsible for conveying the test results to the manager/supervisor in a pass/fail form.

c. Employees who wish to request a reasonable accommodation for a disability may contact the Human Resources Manager. Requests for accommodation will be considered before further action is taken.

d. Only after the employee passes the return-to-work, fit-for-duty physical, or a reasonable accommodation for a qualified individual is agreed upon, may he or she return to work.

Job Classifications approved for post-offer, pre-employment and return-to-work, fit-for-duty physicals capacity profile testing:

1. Transportation employees (excluding safety patrol and non-special education bus assistants) Bus drivers, special education bus assistants, and mechanics
2. Mechanics Custodians and maintenance personnel
3. Custodians Nutrition Services personnel
4. Maintenance personnel Professional Nurses
5. Printing department personnel Industrial arts and agriculture (shop instructors), family and consumer science instructors (FACS) home economics and chemistry laboratory instructors and science teachers
6. Warehouse personnel Printing department personnel
7. Electronics technicians Warehouse personnel
8. Special program teacher assistants Electronics Technicians
9. Nutrition Service personnel Special Programs assistants, while working directly with a student receiving special education services
10. Certified special education teachers and related service providers, while working directly with a student receiving special education services

The This list may be is subject to change as required by state statute.

ADOPTION DATE: August 27, 2013; Reviewed May 26, 2015; **Revised December 11, 2018**

LEGAL REFERENCE(S): **State Workers' Compensation Act, Wyoming State Statutes 27-14-101 through 27-14-805, Family and Medical Leave Act, Americans With Disabilities Act**

CROSS REFERENCE(S): **4218, 4218-R, 4219, 4208, 4208-R, 4220, 4220-R, 4229, 4229-R**

ADMINISTRATIVE REGULATION: