

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Post Job-Offer/Pre-Placement Physical Examination Policy	<i>Number:</i> T 216	<i>Page(s):</i> 4
	<i>Date:</i> July 2009	

STATEMENT OF POLICY

I. PURPOSE: To insure that new employees hired at Vermont Technical College are properly matched to the physical requirements of the jobs for which they are hired, pre-placement physical examinations will be required in appropriate departments. Physical examinations provide us with a medical evaluation of the individual's physical capacity to safely perform the "essential elements" of the job. If (s)he is deemed unable to perform these essential elements, then we must determine whether "reasonable accommodations" can be made for him/her, as per ADA requirements. To comply with ADA requirements, physicals may only be ordered once the job has been offered and prior to the start of employment

II. APPLICABILITY: Post Job Offer/Pre-placement Physical exams will **be** required in the following areas and includes both **regular& temporary full and part-time employees**. When any offer of employment is extended, it must be clearly stated that it is "contingent upon satisfactory completion of a physical examination arranged by the college. ***Working supervisors in these areas also require a physical.***

****Note: Office staff (e.g., department heads, managers, administrative assistants and secretaries or other administrative personnel whose job entails working predominantly in an office environment) in administrative departments are not required to have physicals.***

The following specific positions in departments shown have been deemed to have substantial enough physical requirements to warrant a post job offer/pre-placement physical exam. Other positions developed in the future or missing from this list, with similar physical requirements, may also require a physical examination prior to the start of employment.

A. FACILITIES MANAGEMENT

MATERIALS COORDINATOR
CARPENTER
CARPET MAINTENANCE TECH.
HOUSEKEEPING CREW LEADER
HOUSEKEEPING SUPERVISOR
ELECTRICIAN
ENVIRONMENTAL CONTROLS TECH.
EQUIPMENT OPERATOR
GROUNDS SUPERVISOR
HEATING PLANT STAFF
MECHANIC/CHAUFFEUR SUPV.

MATERIALS ASSISTANT
CARPENTER/PAINTER SUPV.
PAINTER
HOUSEKEEPER/CREW LEADER
ELECTRICAL SUPERVISOR
GROUNDSKEEPER
MECHANICAL SERV. TECHNICIAN
CUSTODIAN
LANDSCAPER
LOCKSMITH/CARPENTER
MECHANICAL SERV. COORDINATOR

PREVENTATIVE MAINT. TECH.
CARD ACCESS TECHNICIAN
CARPENTER COORDINATOR

HEATING PLANT COORDINATOR
ELECTRICAL SHOP COORDINATOR
PROJECT MANAGER

B. PUBLIC SAFETY:

PUBLIC SAFETY OFFICER DIRECTOR
ASSISTANT DIRECTOR

C. FARMSTEAD

FARM MANAGER
FARM INTERN
FARM TECHNICIAN

III. PROCEDURES FOR ARRANGING THE PHYSICAL

Human Resources shall arrange for the pre-placement physical to be scheduled by calling Concentra Health Center in South Burlington at 802-658-5756 or in Barre at 802-223-7499. The physical must be satisfactorily completed and the results returned directly to Human Resources before the prospective employee may begin to work. This will include a written release for work from the attending physician or specific work restrictions that may apply. If there are physical limitations discovered in the exam which prohibit the prospective employee from completing any of the essential physical requirements of the job, a meeting shall be held between the hiring manager, applicable Dean or Cabinet level officer, Dean of Administration and the Director of Human Resources to discuss reasonable accommodations which may be made. This must happen prior to the prospective employee beginning work. (See **Section IV. ADA REQUIREMENTS**).

IV. THE PHYSICAL EXAMINATION

Concentra will have a file of all applicable job descriptions and will conduct an appropriate examination, including determination of physical capacity of each individual to perform essential elements of the job. *If job requirements for a specific position have been changed, contact Human Resources immediately so that the correct description is on file and properly evaluated.* In addition Vermont Technical College will work closely with medical providers to complete detailed Physical Capacity Job Assessments for each major class of jobs, which will specify physical requirements.

Concentra will conduct a basic physical that may include the following items:

- Vision Test,
- Floor Exercises-test for flexibility/agility/ basic stretching ability
- Urine Test
- Exam of Major Joints
- Medical History
- Grip Strength

Functional testing including cervical and lumbar lifting and cardiovascular conditioning Assessment

Certain "add-on" items may be conducted as seen fit by the doctor in reviewing essential elements of the job category and may include such things as Hepatitis-B tests, tuberculosis vaccine, Hearing test, and Pulmonary Function Test. However, the same items for each job

category must be tested for all employees in that category. Hepatitis B vaccinations (including a series of three shots and titer) for janitorial positions may begin at that visit.

V. ADA REQUIREMENTS:

A. Vermont Technical College does not discriminate on the basis of disability in its hiring or employment practices.

B. The ADA prohibits employment discrimination against **"qualified individuals with disabilities." A qualified individual with a disability is: "an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job."**

C. "Reasonable accommodations" must be made for individuals with disabilities, unless they impose an undue hardship on the operations of the organization, i.e., that "requires significant difficulty or expense" in relation to the size of the employer, the resources available, and the nature of the operations. This must be determined on a case-by-case basis.

D. An employer may not make any pre-employment inquiries regarding disability, but may ask questions about the ability to perform specific job functions. A job may be offered conditionally upon the results of a post-offer medical examination, if all entering employees in the same job category are required to take this examination. Prospective Vermont Technical College employees in the job categories of the departments listed in this policy are currently required to undergo such a physical exam. This includes all part and full time employees paid by the college.

E. If an individual is not hired because a post-offer medical exam or inquiry reveals a disability, the reasons for not hiring must be job related and necessary for business. The employer must also show that no reasonable accommodation was available that would enable this individual to perform the essential job functions or that accommodation would impose an undue hardship on the organization.

F. A post-offer medical exam may disqualify an individual who would pose a direct threat to health and safety to themselves or that of others.

G. Information from all medical examinations and inquiries must be kept apart from general personnel files as a separate, confidential medical record, available only under limited conditions specified in the ADA. Human Resources will be responsible to insure confidential, separate filing of exam results.

Vermont Technical College Supervisor's Guidelines

Pre-Placement Physicals

STATEMENT OF POLICY

All supervisors should retain and review a copy of the Post Job Offer/Pre-Placement Physical

policy. This list of job categories will be updated periodically to reflect changes over time if there are other jobs or job categories that have significant physical requirements. The Director of Human Resources should be contacted if other jobs need to be added to the list requiring the physical exam. The policy applies to all full time and part-time (at least 20 hours/week) employees in all identified job categories.

JOB CANDIDATES REQUIRING PHYSICALS

When the candidate for a job is chosen, he/she must be advised that a Pre-Placement Physical is required before (s)he may begin work. If it happens to be a candidate who is already working for the College in another department, or in a casual status, then **once (s)be transfers to 20 or more hours per week in any of the listed categories the physical is required.**

SCHEDULING & RESULTS

The hiring manager should inform the candidate the candidate and then contact Human Resources to schedule the physical. When the physical is complete, Concentra will then fax the results to the Human Resources office.

Concentra Health

South Burlington
110 Kimball Ave., Suite 115
South Burlington, VT 05403
Phone# 802-658-5756
Fax# 802-865-0042

Clinic Barre Clinic
654 Granger Road
Barre, VT 05641
Phone# 802-223-7499

Human Resources will pass the results on to the hiring manager, and advise if there are any physical problems noted or restrictions in the job that should be implemented. If the individual has significant enough limitations which would not enable them to perform the "essential elements" of the job, then the hiring manager, applicable Dean or Cabinet level officer, Dean of Administration and Director of Human Resources will meet to discuss the job offer.

NOTICE OF POSITION VACANCIES

Human Resources will note on the Weekly Notice of Position Vacancies whether these positions require a Post Job Offer/Pre-Placement Physical. Departmental supervisors and managers must insure that the physical is scheduled and completed satisfactorily before the person begins to work. Human Resources will track and oversee that the results of the physical are received and reported to supervisors in a timely manner.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) February 1, 2005
 - b) July 2009

Signed By:  Patricia Moulton President
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