

**Physical Screening Program Procedure**

**Goal and Background**

The goal of the Physical Screening program is to help ensure that employees hired into staff positions with significant physical requirements can successfully meet the physical demands of the job. The physical screening requirements were developed and based on job site and job specific quantified measurements and are documented in a Functional Job Description. These measurements were conducted by a licensed physical therapist in consultation with Environmental Health and Risk Management and employees and supervisors of a given positions’ department.

**Procedures**

Staff positions that require a physical screen have the physical requirements of the position listed on the job vacancy announcement and noting that a physical screen may be required. This allows potential applicants the ability to self-evaluate prior to applying.

Positions for which physical screens are required are rated high risk for workers’ compensation insurance and have significant physical requirements as primary functions of the position.

Candidates for staff positions must meet all requirements of the physical screen in order to be hired. A candidate who does not meet all requirements in the initial physical screen may submit a written appeal, to re-take the physical screen, to the Associate Vice President of Human Resource Services within ten (10) business days of the initial failed physical screen. This appeal process allows for a short-term physical problem to resolve itself. The Associate Vice President of Human Resource Services is the final authority for allowing or denying a second physical screen.

A prospective employee may be denied the opportunity to take the physical screen if the Physical Therapist/screener feels that an underlying condition would pose a risk to the prospective employee in the course of the screen. The prospective employee who is denied the opportunity to take the physical screen may provide a doctor’s certification indicating the underlying condition would not pose an undue risk during the course of the physical screen.  The Physical Therapist/screener will document specifically why the opportunity of the pre-employment physical screen was withheld and provide a copy to the prospective employee and to Human Resource Services.

A current UM employee who applies for and receives a conditional offer for one of the positions that have significant physical requirements are subject to this procedure and a physical screen pass may be required. Temporary employees applying for and receiving a conditional offer are subject to this procedure and a physical screen pass will be required.

**Procedure Steps**

1. Staff recruitment conducted and candidate selected from the recruitment.
2. Conditional job offer made to selected candidate.
3. Candidate accepts offer conditionally on the outcome of the Background Check and the Physical Screen.
4. Hiring Department contacts Human Resource Services recruitment representative with conditional acceptance of the position.
5. Human Resource Services recruitment representative coordinates and communicates with the selected candidate the appointment schedule for the physical screen and schedules the physical screen with the Physical Therapist. Copies of the Functional Job Description and a consent form are provided to the selected candidate by Human Resource Services.
6. The Physical Therapist completes the physical screen and provides the results to the Human Resource Services recruitment representative.
7. The Human Resource Services recruitment representative notifies the hiring department of pass or fail and eligibility of employment in that position.
8. If the individual passes the screen, the hiring process proceeds, job offer is still conditional pending the outcome of the Background Check.