

FROSTBURG STATE UNIVERSITY
POLICY ON
POST-OFFER, PRE-EMPLOYMENT PHYSICALS

A. Purpose

Each offer of employment for any of the positions listed below, or as may be from time to time amended, is a conditional offer of employment. Each offer of employment shall be contingent upon the successful completion of this post-offer, pre-employment physical examination.

B. Designated Positions

<i>Athletic Equipment Specialist</i>	<i>Moving & Storage Specialist</i>
<i>Auto Services Mechanic</i>	<i>MT Electrical Trades Chief</i>
<i>Auto Services Technician</i>	<i>MT Maintenance Aide I</i>
<i>Carpenter</i>	<i>MT Maintenance Aide II</i>
<i>Electrician</i>	<i>MT Maintenance Mechanic Sr.</i>
<i>Groundskeeper</i>	<i>MT Multi Trades Chief I</i>
<i>Groundskeeper, Lead</i>	<i>MT Structural Trades Chief I</i>
<i>Housekeeper</i>	<i>Painter</i>
<i>Housekeeper, Lead</i>	<i>Plumber</i>
<i>Housekeeper, Supervisor</i>	<i>Postal Services Processor</i>
<i>Housekeeper, Chief</i>	<i>Service Worker</i>
<i>HVAC Mechanic I</i>	<i>Stationary Engineer 1st Grade</i>
<i>IT System Support Specialist</i>	<i>Stationary Engineer 2nd Grade</i>
<i>Landscape Technician/Supervisor</i>	<i>Storekeeper</i>
<i>Locksmith</i>	<i>Temperature Controls Technician I</i>

C. General Guidelines

The candidate will be required to undergo a Basic History and Physical with Physical Agility Testing at the University's expense. The results of these tests will determine whether the candidate is physically qualified and eligible for employment at FSU in one of the designated positions.

D. Administration of this Policy

1. **Documenting physical requirements:** The physical requirements of the essential functions of a job are determined using information gathered from the University System of Maryland (USM) job specification and the current Position Information Form (PIF).
 - a. Supervisors are responsible for ensuring that the PIF is current.
 - b. Department heads must approve the final PIF and then submit the documentation to the Office of Human Resources (OHR).
 - c. OHR is responsible for providing forms, maintaining documentation and providing policy assistance.
 - d. When the physical requirements for an individual job change, the supervisor must contact OHR and update the documentation on file.

2. **Position vacancy announcements:** Announcements for vacant positions in job designations subject to this policy must contain information about the physical requirements pertaining to essential functions of the job and a statement that employment is contingent on the successful completion of a post-offer, pre-employment physical examination.
3. **Job offers:** Offers of employment for positions subject to this policy must clearly state that employment is contingent upon successful completion of a post-offer, pre-employment physical examination.
4. **Scheduling the test:** A prospective employee in a designated position must successfully complete the post-offer, pre-employment physical examination *before* work begins. OHR will provide information about the process and arrange for the physical examination. The University reserves the right to withdraw the conditional offer of employment if the candidate fails to contact the employer and/or fails to present for the scheduled physical examination.
5. **Testing:** The testing vendor consistently administers the pre-employment examination to all prospective employees for designated jobs, at the level necessary for performing the essential job functions. Since 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 OHR.
 - a. OHR maintains test results in a confidential medical file, separate from the individual's application file and personnel file (if hired).
 - b. OHR personnel are responsible for conveying the test results to the prospective employee and the hiring manager in a pass/fail form.
 - c. A prospective employee who wishes to request a reasonable accommodation for a disability may contact the Director ADA/EEO. Requests for accommodation will be considered before further action is taken.
 - d. If the prospective employee does not demonstrate an ability to safely perform the essential functions of the job, the offer of employment will be rescinded.
 - e. Only after the prospective employee passes the pre-employment physical, or a reasonable accommodation for a qualified individual is agreed upon, may he or she begin work.
7. **Reapplying for the same job designation:** Individuals who fail the pre-employment physical for a designated job must wait a period of six months 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.
8. **Policy Updates:** The OHR will continually monitor this policy and add or remove covered positions as deemed necessary and appropriate.
9. **Exemption:** This policy does not apply to persons employed by Frostburg State prior to July 1, 2014 or, going forward, to individuals reclassified or promoted to one of the afore-referenced positions
10. **Questions:** The OHR is the contact for any questions or concerns regarding this policy.

*Approved by FSU Executive Committee
July 2014*

¹ Effective July 1, 2014