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1. PURPOSE

To ensure that current and prospective employees are physically and mentally capable of performing the essential functions of their respective positions and to establish baseline data regarding an employee's physical status for business-related purposes.

2. POLICY STATEMENT

It is the policy of the ARRC that current and prospective employees performing physically strenuous work receive physical examinations that are job-related and justified by business necessity to ensure that an employee/applicant's ability to perform essential job functions is not impaired by a medical condition. This is accomplished by the establishment of the physical category for each position, based on the physical requirements of the position and by establishment of the following types of physical examinations: pre-employment, periodic, fit-for-duty, safety, and reasonable cause. Pre-employment examinations will include physical ability testing designed to address the physical demands for the specific position. The provisions specific to drug and alcohol testing are outlined in ARRC Policy 64-3.

3. COVERAGE


All ARRC employees and applicants who have received a conditional offer of employment are covered by this policy.

4. DISTRIBUTION

This policy will be posted on the ARRC Intranet. Copies are also available from Human Resources upon request.


5. REFERENCES/AUTHORITY

Americans with Disabilities Act
 Policy 64-3 Drug and Alcohol Policy
 Policy 65-10 Leave for Non-Represented Employees
 Policy 65-20 Light Duty Program
 OSHA Regulations
 ARRC Safety Programs
 49 CFR § 390.5
 ARRC Collective Bargaining Agreements

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6. RESPONSIBILITIES

- A. **Director, Human Resources** is responsible for the interpretation of this policy and procedure.
- B. **Manager, Human Resources Programs** is responsible for:
 1. Establishing and maintaining a contractual relationship with a qualified clinic(s) to perform physical examinations in accordance with this policy;
 2. Working with the ARRC Contract Physician(s) and other Human Resources employees, applicants who have been given a conditional offer of employment, supervisors and ARRC employees to schedule physical examinations, physical ability testing and/or prescription drug reviews;
 3. Reviewing the release forms and other forms and materials from the ARRC Contract Physician(s) and attending medical practitioners in accordance with the criteria outlined in this policy;
 4. Communicating the restrictions and recommendations contained on release forms to employees, Director, Human Resources and other appropriate personnel and collaborating on the appropriate employment decision, (e.g., return to work, reasonable accommodation, light duty, rescinding the offer of employment);
 5. Maintaining appropriate records regarding physical examination results;
 6. Scheduling appointments with appropriate clinics for individuals who have been offered employment with the ARRC and who are living outside of Alaska or in an Alaskan community where a contractual relationship does not exist;
 7. Coordinating with the Director, Safety or designee regarding OSHA requirements for physical examinations;
 8. Monitoring Commercial Driver's License (CDL) medical examinations, periodic examinations, and other ARRC medical monitoring programs; and
 9. Coordinating with supervisors and appropriate ARRC personnel to determine if a reasonable cause physical or mental examination is warranted. Scheduling reasonable cause examinations.
- C. **ARRC Contract Physicians** are responsible for conducting physical examinations and physical ability testing in accordance with the protocols outlined in this policy and for determining whether an applicant/employee can be released to work, released with restrictions, released with recommendations or not released to work.


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The ARRC Contract Physicians notify employees/applicants of the results of the pre-employment examination. The ARRC Contract Physicians also review prescription drug information to determine whether or not an employee can safely work while taking medication. The ARRC Contract Physicians maintain the employment-related medical records of ARRC employees/applicants.


- D. **Director, Safety** is responsible for coordinating with the Manager, Human Resources Programs regarding Safety Physical Examination requirements.
- E. **Applicants/Employees** are responsible for complying with the physical examination requirements. Employees may request periodic examinations in accordance with this policy.
- F. **Supervisors** are responsible for providing information to the Human Resources Department regarding the essential functions of positions, assisting in the determination of the operational feasibility of physical restrictions, and monitoring the status of employees whose physical condition may prevent them from performing the essential functions of their position. Supervisors are also responsible for monitoring employees' performance to ensure that they do not appear to be impaired by a physical or mental condition. If observed or reported objective evidence indicates that an employee may be impaired, the supervisor is responsible for communicating this information to the Human Resources Department.

7. DEFINITIONS

- A. **ARRC Contract Physician** – means a medical practitioner who has been contracted by the ARRC to perform pre-employment and periodic medical examinations, Department of Transportation (DOT) exams, vision and hearing testing, OSHA respiratory medical exams, prescription review, physical ability testing, Hepatitis B shots and medical consultation
- B. **Attending Medical Practitioner** – means a physician, physician's assistant, nurse practitioner, licensed practical nurse, registered nurse, etc. who is treating the employee for an illness or injury that prevents the employee from working.
- C. **Class A Physical Exams** – are for positions that require the operation of powered machinery or the performance of strenuous physical activity. Examples of these positions include, but are not limited to, those involving the operation of motorized vehicles or power driven machinery, possible exposure to electrical shock, working on scaffoldings or in high places, or working with explosives, and lifting or carrying heavy objects (45 pounds or more).
- D. **Class B Physical Exams** – are for positions that are primarily sedentary and involve work in an office setting.

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- E. **Class D Physical Exams** – are for positions that have the added exposure to hazardous materials, and/or require the use of respirators and necessitate additional screening, monitoring and baseline examinations.
- F. **Fit-for Duty Release** – is a statement from an attending medical practitioner who has reviewed the employee's position description and physical requirements and has determined that the employee is physically and/or mentally capable of performing the duties of the position.
- An ARRC Return to Work Recommendation Record or comparable form will be required from employees who are reporting to work following any serious off-the-job or on-the-job injuries or illnesses. Fit-for-Duty Releases may come from either the employee's attending medical practitioner or the ARRC Contract Physicians.
- G. **Light Duty** – is a work assignment designed for an eligible employee with certain physical restrictions that may entail training and skill development, observation of work in related work units, or an appropriate assignment typically within the employee's work unit that meets the physical restrictions. Light duty assignments for off-the-job injuries or illnesses are limited to 30 calendar days in duration. Light duty assignments for on-the-job injuries or illnesses may be made for up to 180 days in duration.
- H. **Periodic Physical Examination** – is an examination, conducted by ARRC Contract Physicians, at the option of the employee every two years for employees occupying Class A and D positions and every four years for employees occupying Class B positions.
- I. **Physical Ability Testing (PAT)** – is a tailored exam, conducted by a Physical Therapist or attending medical practitioner, which reveals a prospective employee's capacity to perform at specified physical demand levels.
- J. **Physical Examination Result** – is the form from the ARRC Contract Physician or the attending medical practitioner that indicates an employee or applicant is released to work, with or without physical restrictions or recommendations. Results also include the attending medical practitioner's determination regarding prescription reviews, respirator wear, lead and other exposures. Results of a reasonable cause examination may be a more detailed narrative outlining the employee's condition and the attending medical practitioner's findings and recommendations. Physical Examination Results are maintained in the employee's confidential medical file located in the Human Resources Department.
- K. **Pre-employment Physical Examination** – is a medical examination conducted by ARRC Contract Physicians after a conditional offer of employment has been made to determine if the applicant can perform the essential functions of the position. Pre-employment Physical Examinations may be conducted by non-

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contract physicians for selected applicants who live outside Alaska or in Alaskan communities where a contractual relationship does not exist. Pre-employment physical exams are required for applicants ("blue collar applicants") for blue collar positions represented by ARW blue collar, Teamster, TCU and UTU.

- L. **Prescription Review Form** – is a form describing the drugs prescribed by an attending medical practitioner with the dosage and dates the employee is scheduled to use the prescription. The form may also be used for over-the-counter drugs that may adversely impact an employee's alertness, coordination, reaction, response or safety on the job.
- M. **Reasonable Cause Physical or Mental Examination** – is an examination conducted when the ARRC has a reasonable belief, based upon objective evidence gathered by the ARRC, that an employee's ability to perform essential job functions may be impaired by a physical or mental condition.
- N. **Return to Work Recommendations Record** – is a form completed by an employee's attending medical practitioner or an ARRC Contract Physician that provides information on the employee's ability to return to full duty or light duty and the employee's capability of performing certain activities,
- O. **Safety Physical Examination** – is an examination conducted initially to obtain baseline data and on a periodic basis to determine exposure and impact levels on the employee. OSHA Regulations and/or ARRC safety programs determine the frequency of the examinations and examination protocols.

8. **PROCEDURES**


A. **Pre-employment Physical Examination and Physical Ability Test (PAT)**

1. Conditional Job Offer

After a conditional offer of employment is made to a blue collar applicant, the successful applicant will be required to submit to a pre-employment physical examination and a PAT for the sole purpose of determining if the applicant is capable of performing the essential functions of the position for which he/she has been selected, with or without reasonable accommodations. Employees who have competitively bid for a position in a different physical category may be subject to a fitness-for-duty physical examination and/or PAT to determine if they are capable of performing the essential functions of the position for which they applied and have been conditionally selected.

2. Failure to Submit to or Complete Examination and/or PAT

Failure by an applicant (either external or internal) to appear for or to complete all aspects of the physical examination and/or failure to

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complete or successfully pass the PAT may be cause for an immediate rescinding of the conditional job offer.

3. Examination Protocol

Pre-employment examinations will follow the examination protocol appropriate to the physical category assigned to the position. Examination protocols are found in Appendix A.

4. Copy of Examination Protocol

Upon request, Human Resources will provide a copy of Appendix A (outlining the physical tests to be conducted during the examination) to the requesting individual.

5. Notification of ARRC Contract Physician's Examination Report

Human Resources will notify the hiring supervisor as soon as practicable whether the applicant is cleared to report to work. No applicants will be allowed to report to work until Human Resources has received the results of the physical examination. If an applicant is not released to work, Human Resources will notify the hiring supervisor that the conditional offer of employment has been rescinded. If an applicant is released with recommendations or restrictions, Human Resources will work with the appropriate parties, including the hiring supervisor to (1) determine whether the restrictions are operationally feasible; (2) ensure that the department is aware of and understands the recommendations or restrictions; and (3) make certain that there is appropriate follow through.

6. Other Conditions


Under special circumstances as determined by the Director, Human Resources, pre-employment examinations may be scheduled up to 60 days in advance of the applicant's scheduled report to work date.

Rehired applicants (blue collar applicants) who are returning to the same position or other position with comparable physical requirements after an absence of less than one (1) year are not required to undergo a pre-employment physical. A drug and alcohol test is required before the applicant can return to work.

B. Fit-for-Duty Release

1. Fit-for-Duty Release Following an Injury or Illness

An employee who wishes to return to work from a serious injury or illness, which occurred either on-the-job or off-the-job will be required to provide a Return to Work Recommendation Record or comparable form from his/her attending medical practitioner prior to reporting to work. The

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employee's attending medical practitioner must review the employee's position description and physical requirements prior to providing a release.

2. Impact of Scheduled Vacation of Fit-for-Duty Release

A scheduled vacation concurrent with a return from illness or injury does not negate the requirement for the Return to Work Recommendation Record or comparable form before the employee can return to work.

3. Additionally, the ARRC reserves the right to require an employee, who has been off work due to a serious injury or illness, to submit to a fit-for-duty physical by the ARRC Contract Physician before allowing the employee to return to work if the attending physician's statement is incomplete or unclear.

C. Periodic Physical Examination

Note: The ARRC Health Insurance Program provides for wellness physicals for employees and their family members. Employees are encouraged to use the Health Insurance Program for periodic physical examinations.

1. Criteria

Employees occupying Class A or Class D positions may request a Periodic Physical Examination every two years. Employees occupying Class B positions may request a Periodic Physical Examination every four years. Periodic Physical Examinations are not required by ARRC; however, they are made available to those employees who choose to participate.

2. Procedure for Requesting Periodic Physical Examination


Employees who wish to have a Periodic Physical Examination must contact Human Resources to arrange for an appointment at the ARRC contract clinic in Anchorage or Fairbanks. Human Resources will ensure that the appropriate amount of time has passed since the last Pre-employment or Periodic Physical Exam was conducted and will then arrange for an appointment.

3. Protocol for Periodic Physical Examination

Periodic Physical Examinations will follow the protocol outlined in Appendix A. Employees may request additional tests or examination at their own expense.

4. Failure to be Released to Duty following Periodic Physical Examination

If, as a result of the examination, the physician determines that the employee is not capable of performing the essential functions of the

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employee's position, the employee will be placed on leave in compliance with the provisions of the collective bargaining agreement or Policy 65-10 until the employee can be released to duty. Supervisors are responsible for monitoring these situations, as in any other leave situation.

D. Safety and Certification Physical Examinations

1. Criteria

Employees occupying positions identified as Class D and others that may be identified in OSHA Regulations or ARRC Safety Programs are subject to the baseline and periodic monitoring examinations required in the OSHA Regulations or ARRC Safety Programs.

2. Procedure for Scheduling Safety Physical Examination

The Human Resources Department will ensure that employees occupying Class A and Class D and other appropriate positions receive the appropriate pre-employment screening and that a monitoring system is in place to notify affected employees when periodic monitoring examinations will be conducted. Employees will be informed of the need for the monitoring physical. Employees who believe that they should receive monitoring examinations, but are not, should contact the Manager, Human Resources Programs. Employees who feel they are at risk for exposure to Hepatitis B or tuberculosis should contact Human Resources to schedule Hepatitis B shots or a TB test.

3. Protocol for Safety Physical Examination


The protocols for Safety Physical Examinations can be found in the appropriate OSHA Regulations or ARRC Safety Programs.

4. CDL Physical Examination

If an employee uses a Commercial Driver's License (CDL) in the performance of ARRC duties, the employee should request that Human Resources Department schedule an appointment to obtain the required medical certificate. Failure to obtain and maintain a current medical certificate means that the use of the CDL is in violation of Alaska State Law.

E. Reasonable Cause Examination

If the ARRC has a reasonable belief, based on objective evidence gathered by the supervisor, that an employee's ability to perform essential job functions may be impaired by a physical or mental condition, a reasonable cause examination will be scheduled. All Reasonable Cause Examinations must be approved and coordinated through Human Resources.

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F. Additional Treatment or Tests – Responsibilities of Applicant/Employee

1. All costs for additional medical treatment and/or additional tests, beyond that required under this Policy, are the sole personal responsibility of the employee or applicant. Recommendations by the ARRC Contract Physicians for treatment or diagnostic tests are outside the scope of this policy and are considered the personal responsibility of the employee or applicant.
2. If the ARRC Contract Physicians are unable to make a determination regarding an applicant's or employee's fitness to work or return to work without additional diagnostic tests outside the scope of this policy, the employee or applicant may have those tests performed by another physician and submit the results to the ARRC Contract Physicians for review.
3. If, because of the need for additional treatment or tests, the ARRC Contract Physicians cannot provide the ARRC with a release for work within the timeframes established for hiring the applicant for the particular position, the ARRC will rescind its conditional offer of employment.
4. An employee who is undergoing a periodic or reasonable cause examination, and who requires additional screening or diagnostic testing or treating physician's statements before being released by the ARRC Contract Physicians, will be placed on sick leave or leave without pay or will remain in layoff status depending on the particular individual's situation and any relevant provisions of a collective bargaining agreement.

G. Prescription Drug Review

Note: Employees should discuss the impact of any prescription drugs with their attending medical practitioner to determine whether they will have any adverse implications for performing their work.


1. Employees cannot be at work if they are using medications, whether an over-the-counter or prescription drug, which may have an adverse effect on alertness, coordination, reaction, response or safety. To determine if there is an adverse effect, employees must contact the Human Resources Department before taking the medication and reporting to work. The name of the medication, dosage, date of the prescription, date the medication was first taken, and side effects experienced, if any, will be provided to the ARRC Contract Physician, along with the position occupied by the employee. Human Resources will complete a Prescription Review Form containing this information and fax it to the ARRC Contract Physician. The employee may complete the form and fax it to Human Resources, if desired.

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2. The ARRC Contract Physician will respond to the review request within ½ day and indicate whether or not the employee may safely work while taking the medication.
3. Employees are encouraged to contact Human Resources as soon as possible following receipt of a prescription for medication that may impair their ability to work. Employees who have begun to take the medication cannot be at work pending receipt of the ARRC Contract Physician's determination.
4. Prescription reviews are only performed Monday through Friday 8 AM to 5 PM. Reviews are not conducted on Saturday, Sunday, holidays or after 5 PM on work days.

H. Release to Work

1. Following the examination, the ARRC Contract Physician or the employee's attending medical practitioner will complete a form indicating that the employee/applicant is released to work, released to work with restrictions or not released to work. The form will be faxed to the ARRC's Human Resources Department.
2. Applicant is released to work with restrictions. The ARRC will evaluate the restrictions on a case-by-case basis to determine if the applicant can perform the essential functions of the position. If the restrictions do not pose a problem for the performance of duties, the applicant will be hired. If a determination is made that the restrictions will not allow the applicant to perform the essential functions of the position, the conditional offer of employment will be rescinded.
3. Employee is released to work with restrictions. The ARRC will evaluate the restrictions on a case-by-case basis to determine if the individual can perform the essential functions of the position. If the employee cannot perform the essential functions of the position with the restrictions, the employee will be placed on leave in compliance with the collective bargaining agreement or Policy 65-10.
4. Applicant is not released to work. The ARRC will evaluate the basis for the decision not to release the applicant on a case-by-case basis. If a determination is made that the applicant's physical condition will not allow the applicant to perform the essential functions of the position, the conditional offer of employment will be rescinded. Applicants will be afforded an opportunity to provide additional medical information to the ARRC Contract Physician, if they believe that it will demonstrate their ability to perform the essential functions of the position.

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5. Employee is not released to work. The ARRC will evaluate the basis for the decision not to release the employee on a case-by-case basis. If a determination is made that the employee's physical condition will not allow the employee to perform the essential functions of the position, the employee will be placed on (or remain on) sick leave or leave without pay, in accordance with the terms of the appropriate bargaining unit agreement or with leave policies.
6. If an applicant or an employee who can perform the essential functions of the position has a disability as defined under the Americans with Disabilities Act (ADA), the ARRC will evaluate the restrictions stated by the physician and determine whether or not a reasonable accommodation is required under the ADA.

I. General Conditions

1. Scheduling of Physical Examinations


Physical examinations, with the exception of certain fit-for-duty examinations, outlined in this policy will be conducted at facilities and by medical practitioners contracted by ARRC for medical services and must be scheduled by Human Resources. Pre-employment physicals for applicants residing outside Alaska, or in an Alaskan community where a contractual relationship does not exist will be conducted at a facility and by a medical practitioner selected by Human Resources.

2. Cost of the Examination

ARRC will be responsible for the costs associated with the basic physical examinations conducted within the scope of this policy by the third party facilities/medical practitioners contracted by ARRC to provide these services. This includes the cost of pre-employment physicals conducted in areas where a specific contract does not exist. The costs for obtaining additional medical information, treatment or diagnostic tests are the responsibility of the employee/applicant. See Section 8.F

9. RESPONSIBLE DIVISION/DEPARTMENT

The Director, Human Resources will review this policy periodically for accuracy and completeness.


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10. DOCUMENTATION AND RETENTION

Prescription Review Form
 Fit-for-Duty Form
 ARRC Return to Work Recommendations Record
 Return to Work Recommendations Records from employees' attending medical practitioners
 CDL Medical Certificates
 Physical Ability Testing Results
 Vision and Hearing Testing Results
 OSHA Respiratory Medical Clearance Results
 Hearing Conservation Audiograms

11. APPENDICES AND FORMS

Appendix A Examination Protocols

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APPENDIX A

EXAMINATION PROTOCOLS

Class A Positions

Medical History
 Physical Examination
 Urinalysis Specific Gravity Dip Stick
 Blood Panel
 Visual Acuity
 Color Vision
 Audiogram

Class B Positions

Medical History
 Physical Examination
 Urinalysis Specific Gravity Dip Stick
 Blood Panel

Class D Positions

See Protocol for Class A Positions
 ARRC Safety Program or OSHA Protocols for position specific screening tests/questionnaires
 OSHA Respiratory Medical Clearance
 Pulmonary Function Test
 Annual Hazwoper Exam for ARRC Emergency Response Team