University of WI-Superior
Pre-Employment Job Function Assessment Policy

Policy Subject: **Pre-Employment Job Function Assessment**
Cabinet Division: **Administration & Finance**
Effective Date: **November 12, 2007**

I. Background and Purpose

The University of Wisconsin – Superior employment offers a variety of positions where a certain level of fitness and physical well-being are required to perform requisite tasks proficiently and safely.

II. Policy Statement

The University of Wisconsin-Superior may require a job-related job function assessment by a licensed occupational or physical therapist after an offer of employment has been made to a job applicant and prior to the commencement of employment for certain job categories. Based on an Essential Job Function Evaluation, a list of positions requiring post-offer, pre-employment job function assessments will be maintained in the Human Resources Department. Each offer of employment for these positions shall be contingent upon the successful completion of a post-offer, pre-employment job function assessment. Position vacancy announcements will specify if successful completion of a job function assessment is a condition of employment.

The University of Wisconsin – Superior also reserves the right to require medical examinations (fitness for duty exams) when there is a need to determine whether an employee is able to perform the essential functions of his or her job.

Note: Existing University employees slated to be transferred or promoted into one of the designated positions would be required to undergo a job function assessment only if the physical demands of the position are significantly different or greater than the position currently held, and the Human Resources Director specified that a job function assessment be given.

Any job function assessment required as a condition of employment will be at the expense of the hiring department and will be charged to the appropriate departmental budget.

III. Policy Procedures

1. The hiring supervisor, on selection of a final candidate for such designated positions, will notify the Human Resources Department, prior to making a final offer or commitment to hire the candidate. Final determination of hiring is

contingent upon the candidate's ability to perform essential functions of the position, with or without reasonable accommodation.

2. The Human Resources Department will make arrangements for a job function assessment and notify the prospective candidate of the date, time and location of appointment for the exam.

3. The candidate will complete the Post-Offer, Pre-Employment Job Function Assessment Authorization and Release form and present it at the time of the appointment. The Authorization and Release form allows the provider to release information to the employer for the purpose of employment determinations only. A copy will be given to the candidate and a copy retained by the provider. The original will be mailed to the University Human Resources Department. The Human Resources Department will notify the department of the determination.

5. If results of the job function assessment are acceptable for fitness for duty requirements, the hiring supervisor may then offer the candidate the position (as new hire or transfer).

6. If the results of the job function assessment indicate a disabling condition or physical restriction on activity, the Director of Human Resources will consult with the supervisor to determine whether reasonable accommodations can be made for the disability in order to perform the essential functions of the position. This determination and reasons will be documented with the individual's application record. Accommodation will be described in writing and will be kept in the individual's file, if employed in the position.

7. Pre-employment job function assessment documentation will be maintained in the Human Resources Department as a permanent part of the employee's personnel records and kept in a separate confidential file. Assessment forms for disqualified applicants will be filed with their employment applicants.

8. Position vacancy announcements requiring a post-offer, pre-employment job function assessment will include the following language:

   "Qualified applicants must be able to perform the essential functions of the position with or without reasonable accommodation. Applicants selected for appointment must successfully complete a post-offer, pre-employment job function assessment."

IV. Attachments

1. Current list of positions requiring post-offer, pre-employment job function assessment.
2. Authorization and Release
3. Applicant notification letter

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Policy Subject: **Pre-Employment Job Function Assessment Examination**
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Current positions requiring post-offer, pre-employment (pre-transfer) job function assessments include:

1. Auto Repair Technician
2. Carpenter
3. Custodian - Non-Residential
4. Custodian – Residential
5. Electrician
6. Facility Repair Technician
7. Groundskeeper
8. Inventory Control Clerk
9. Mail Clerk
10. Maintenance Mechanic – Preventive
11. Maintenance Mechanic
12. Painter
13. Plumber

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Authorization and Release

TO: Job Applicant

FROM: Peggy Fecker
Director of Human Resources

DATE:

RE: POST-OFFER PRE-EMPLOYMENT JOB FUNCTION ASSESSMENT

We have been notified by (department) that you are being considered for a (type, i.e., permanent) appointment as a (job class). The University of Wisconsin-Superior requires that all applicants conditionally offered initial employment for this position, must successfully pass a post-offer, pre-employment job function assessment before they can be placed into the position. Therefore, before your conditional offer of employment may be processed further, you will be required to participate in a post-offer, pre-employment job function assessment conducted by a licensed occupational or physical therapist.

As applicant who has received a conditional offer of employment, you have the right to refuse to test, however, a refusal will result in disqualification from further consideration.

By signing and dating below, you acknowledge that you have read and understand the information presented in this statement regarding UW-Superior's post-offer, pre-employment job function assessment policy and that you authorize UW-Superior or its designated representative to receive the results of your assessment.

DATE:_____ SIGNATURE: _____

PRINT NAME: _____

JOB TITLE:_____ ADDRESS: _____

DEPARTMENT:_____ TELEPHONE #: ( )_____

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Applicant Notification Letter

Date

Applicant X
Address
City, State, Zip

Dear Applicant X:

We have been notified by (department) that you are being <u>considered</u> for a (type, i.e., permanent) appointment as a (job class) in the (department). All appointees to this position must successfully pass a post-offer, pre-employment job function assessment before they can be placed into the position. Consequently, <u>further consideration</u> in the interview process is contingent upon the out come of your post-offer, pre-employment job function assessment. Following receipt of the results of your post-offer, pre-employment job function assessment, the (department) will be contacting you.

You are instructed to report to (place, address and phone). Your appointment is for (date) at (time). Please dress in appropriate clothing (loose-fitting work attire and comfortable walking shoes) for the job simulation test. If you are unable to report, please notify the Human Resources Department immediately.

The University of Wisconsin-Superior, will pay for the initial examination. If you have any questions, please feel to contact me at (715) 394-8365.

Sincerely,

Peggy Fecker
Director, Human Resources