

# **University of Illinois at Springfield**

## **Pre-Employment Physical Agility & Lifting Policy**

### **Purpose**

The University recognizes that select positions require regular physically demanding activities. In order to reduce the risk of serious injuries in the performance of these duties, a physical agility test is required prior to employment.

### **Applicability**

Candidates considered for UIS academic professional and civil service staff positions that have physical agility and lifting requirements. Positions designated by the University that require regular lifting or are physically demanding are listed on the attached Appendix A for civil service, or Appendix B for academic professionals, which may be revised from time to time by the Office of Human Resources following formal consultation with the appropriate constituent group(s) and approval by the Chancellor.

### **Policy**

The University will require a physical agility and lifting test for the identified positions following an offer of employment. No person shall be hired into such a position at UIS until the results of the physical agility and lifting test are received, with the exception of unusual circumstances. Given such circumstances and subject to approval by the appropriate vice chancellor or designee, an applicant may be conditionally hired into a position identified as physically demanding pending the results of the physical agility and lifting test.

The program will be administered by the Office of Human Resources. Information the University receives regarding pre-employment physical agility and lifting results will be collected and maintained on separate forms and in separate confidential files apart from personnel files. All such records will be kept confidential, maintained for a minimum of two years, and released only in accordance with provisions of applicable laws. Costs associated with the physical agility test will be borne by the employing unit. The University will designate an accredited hospital/institution/facility that will conduct the physical agility and lifting test.

### **Appeal Process**

In the event the candidate receives a negative outcome from the Physical Agility Screening, the candidate shall be denied employment in the position. The candidate, however, may challenge the accuracy and completeness of the results by submitting a written request for additional review, including justification for the request, to the vice chancellor of the employing unit. In the event the vice chancellor agrees that additional consideration is justified, he/she may request an additional review by the Assistant Vice President for Human Resources (AVPHR). The AVPHR will review the results and give consideration for the

additional review and will then make a recommendation to the vice chancellor responsible for the employing unit. The vice chancellor will review the AVPHR recommendations, and render a decision. The decision of the vice chancellor responsible for the employing unit is final.

In lieu of the campus appeal procedure outlined above, a candidate may request a follow-up evaluation from the same facility. Any costs associated with the follow-up evaluation shall be the responsibility of the candidate. If the follow-up evaluation indicates fitness for duty, the candidate will be considered as successfully completing the physical agility portion of the screening process. Written notification of an unsuccessful test result will be sent to the candidate by overnight mail. If the candidate chooses to undergo a second physical agility and lifting test by the same facility, he/she must notify the Office of Human Resources in writing no more than two (2) working days after receiving the initial results.