

THE UNIVERSITY OF ILLINOIS AT SPRINGFIELD PRE-EMPLOYMENT PHYSICAL AGILITY AND LIFTING POLICY

PURPOSE

The University of Illinois at Springfield (UIS) recognizes that select positions require physically demanding activities. In order to reduce the risk of serious injury in the performance of these duties and to promote a healthy and safe work environment for UIS, a physical agility and lifting test is required prior to employment or movement into a position that includes a significant required physical component in the job duties.

APPLICABILITY

This policy is applicable to current employee candidates seeking to change positions and new candidates considered for UIS academic professional and civil service positions that have physical agility and lifting requirements. Human Resources will maintain a list of positions that require regular lifting or are physically demanding. This list may be revised from time to time following consultation with the appropriate constituent group(s) and approval by the Chancellor.

POLICY

UIS will require a physical agility and lifting test for applicable positions following a conditional offer of employment. No person shall begin working in such a position 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 Head of Human Resources, a candidate may be conditionally hired into a position identified as physically demanding pending the results of the physical agility and lifting test.

UIS will rescind any conditional offer of employment if the candidate refuses to comply with a required physical agility and lifting test.

The program will be administered by Human Resources. Information UIS receives regarding physical agility and lifting results will be collected and maintained on separate forms and in separate confidential files apart from the personnel files. Costs associated with the physical agility and lifting test will be borne by the employing unit. UIS will designate an accredited hospital/institution/facility that will conduct the physical agility and lifting test.

Human Resources will review the results of the physical agility and lifting test and make the final determination on employment.

PROCEDURE

Human Resources or the hiring department, depending on the position type, will be responsible for informing candidates of the physical agility and lifting test requirement and for issuing contingent offer letters to prospective employees.

In the event that the employment physical agility and lifting test will be required of candidates outside the Springfield area, Human Resources or the hiring unit should arrange to have the test scheduled while the candidate is visiting campus or must arrange for an authorized vendor who supplies a list of approved testing sites in the candidate's immediate area.

Human Resources or the hiring department should be utilized for collecting the signature of consent to perform the test and to obtain the release to share the necessary information with Human Resources.

In the event a candidate receives a negative outcome from the physical agility and lifting test, the candidate may request a follow-up evaluation from the same facility. Such a request must be made to Human Resources within two (2) business days from the date the candidate receives the results. Human Resources will facilitate the follow-up evaluation, but any costs associated with the 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 and lifting test.

APPEAL PROCESS

In the event a candidate's conditional offer of employment or hire is rescinded based on the physical agility and lifting test result, the candidate will have two (2) business days to submit a written request for reconsideration, including justification for the request, to the Division Head of the employing unit. If such a request for review is submitted, the Division Head shall consult with the Head of Human Resources to determine if employment in the position is appropriate and consistent with UIS policy. The Head of Human Resources will review the results and consider the circumstances and requirements of the position, and will then make a recommendation to the Division Head for the employing unit. The Division Head will review the recommendation and render a decision. The decision of the Division Head responsible for the employing unit is final.

This policy is effective July 1, 2019, and is applicable to position vacancies designated as requiring a physical agility and lifting test that occur thereafter. This policy supersedes any previous physical agility and lifting policy.