



## MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY PROCEDURES

### PROCEDURES FOR PERSONNEL POLICY: 0600, "Examinations and Physicals"

**EFFECTIVE DATE:** December 15, 2020

**PRIOR EFFECTIVE DATE:** January 1, 2011

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#### **PROCEDURES**

1. These procedures have been developed to provide consistency for entering work capacity levels for employees as they relate to work simulation exams.
2. The local Human Resources representative is responsible for updating work simulation data in the USR3 table in SAM II and ensuring that employees who permanently transfer to other maintenance work groups and/or other physically demanding job titles do not exceed their current work simulation level or physical restrictions in effect.
3. Data entered into the SAM II USR3 table for "Effective Date" field should be the hire date or the date of re-hire. It is important that you enter the data in the following format: MM/DD/YY.
4. Data entered into the SAM II USR3 table field number one is the "Name of The Work Simulation Provider."
5. Data entered into SAM II USR3 table field number two, "Level Achieved or Work Simulation Physical Passed" will one of the codes listed below:
  - =MW (Maintenance Worker)
  - =RBM (Regional Bridge Maintenance Worker)
  - =CO (Construction)
  - =M (Materials)
  - =GSM (General Services-Mechanics)
  - =COLAB (Central Office Lab)
  - =E (Traffic Signal and Lighting Technician)
  - =SA (Supply Agent)
  - =MA (Motorist Assist D-4 and D-6)
  - =GEO (Geologist)
  - =MECH (Equipment Technician)
  - =SC (Survey Crew)
  - =NPD (Non-Physically Demanding)
  - =CORE (Core Drill titles)
  - =DFM (District Facilities Management)

=CFM (Central Office Facilities Management)

=COBIC (Central Office Bridge Inspection Crew Member)

6. Data entered into SAM II USR3 table field number three is as follows:

Enter – “175C” for 175 lbs. concrete saw

Enter – “213C” for 213 lbs. concrete saw

7. Data entered into SAM II USR3 table field number four is for the date of the work simulation physical. Enter – “MM/DD/YYYY”

NOTE: Effective January 1, 2011, the SAM II USR3 table field number 12 will be used to capture employees in the “2011 Tier” of the Year 2000 Retirement Plan. For more information about the USR3 table, refer to the Human Resources Section of the Financial Policies and Procedures Manual called “User Defined Windows.”



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**CROSS REFERENCE**

[Financial Policies and Procedures Manual](#)