



MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

POLICY TITLE: Examinations and Physicals

NUMBER: 0600

CHAPTER TITLE: Safety and Health

EFFECTIVE DATE: December 15, 2020

PRIOR EFFECTIVE DATE: March 1, 2011

POLICY STATEMENT

The department and the commission are committed to protect the safety and health of Missouri Department of Transportation employees. Examinations and physicals will be required of external applicants and current employees as described in this policy.

DEFINITIONS

Medical Physical Exam: An examination of all body systems and a review of an individual's medical history completed by a health care provider knowledgeable of MoDOT job requirements.

Work Simulation Exam: An examination, performed by a physical therapist, occupational therapist, or physical therapy assistant, which requires an individual to perform tasks that measure strength, conditioning, and the ability to perform the physical demands of the essential work tasks of the job.

Range of Motion (Agility) Exam: An examination that measures the ability to perform basic body movements as compared to medical standards. Range of motion examinations establish a baseline of basic body movements for each individual.

PROCEDURES

1. The Central Office Employee Health and Wellness Unit is responsible for establishing and monitoring both the medical standards and the network of health care providers for the provisions of this policy. The Central Office Human Resources Division is responsible for consistent application of the provisions of this policy including coordinating and arranging the appropriate physicals/exams for new hires, rehires, and current employees.
2. The department will conduct one of, or a combination of, the following pre-employment/post-offer exams: medical physical exam, work simulation exam, or range of motion exam of applicants who receive conditional offers of employment in physically demanding positions. Applicants for non-physically demanding and emergency worker positions who receive conditional offers of employment will not be required to take any exams under this policy. For drug test procedures, please refer to Personnel Policy 2508, "Drug Testing Program."
3. The need for pre-employment/post-offer medical physical exams and work simulation/range of motion exams on applicants re-hired into a physically demanding

position is determined by the duration of the break in service (if break in service is less than 60 calendar days, no exams are required), the physical demands of the position, and whether a work simulation/range of motion exam has previously been conducted. Applicants re-hired into non-physically demanding job titles or emergency worker positions will not be required to take any exams under this policy (Refer to Attachment 1.)

4. The pre-employment/post-offer medical physical exam, work simulation exam, or range of motion exam, when required, must be conducted and results received prior to a firm offer being extended. Supervisors must not give the applicant a start date until the human resources representative provides authorization to do so.
5. All physically demanding positions and positions known to expose an employee to hazards will be indicated on the Job Opportunity Announcement by means of an "X" next to the words, "Physically Demanding."
6. An employee who permanently transfers from a non-physically demanding job to a physically demanding job title will be required to successfully complete the appropriate work simulation exam, range of motion exam and/or a medical physical exam prior to transferring. (Refer to Attachment 2.)
7. Any employee permanently transferring into the maintenance worker job title series must successfully complete the work simulation exam and medical physical. (Refer to Attachment 2.)
8. Employees will not perform work that exceeds their current work simulation level. Employees who are to perform work at a higher work simulation level will need to first successfully complete the appropriate work simulation level exam. (Refer to Attachment 2.)
9. The local human resources representative is responsible for updating work simulation exam 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 any physical restrictions in effect. (See Procedure 0600, "Examinations and Physicals.")
10. The department will schedule periodic medical exams for employees exposed to known occupational health hazards. These exams will be determined and scheduled by the Central Office Employee Health and Wellness Unit.
11. Medical examinations required in this policy are paid by the department and will be conducted by designated health care providers. Records of specific exams are maintained in separate medical files by the Central Office Employee Health and Wellness Unit and will be treated confidentially.
12. The Central Office Employee Health and Wellness Unit, Central Office Human Resources Division, Central Office Safety and Emergency Management Division and Chief Counsel's Office will conduct a review of documentation whenever an individual fails to

pass the medical physical examination, the work simulation examination, the range of motion examination, or any other physical examination that may affect an individual's employment status. The district engineer or division leader/state engineer will make the final decision on an individual's employment eligibility status.



Ashley Halford
Human Resources Director

CROSS REFERENCES

[Personnel Policy 2508 "Drug Testing Program"](#)

PROCEDURES

[Procedure 0600, "Examinations and Physicals"](#)

ATTACHMENTS

[Attachment 1, Process for New Hire/Rehire](#)

[Attachment 2, Process for Additional Testing](#)