

HUMAN RESOURCES MEMORANDUM 06-018		DATE ISSUED: 10/01/2006
SUBJECT: MANDATORY MEDICAL CLEARANCES		REFERENCE: None
TO: OFFICE CHIEFS, PERSONNEL LIAISONS, SUPERVISORS, including CLIENT AGENCIES		SUPERCEDES: HR Memo 04-008

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to reiterate the policy, process and procedure regarding mandatory medical clearances first issued in April 2004. The Personnel Operations Manual (POM) has been revised and includes changes to processes and procedures which are anticipated to reduce the number of work-related injuries, and consequently, result in no lost productive time and reduce workers' compensation claims and award settlements, for example:

- Appointee is fully aware of physical/psychological requirements as presented on the duty statement and "Physical Requirements of Position" form received during the hiring process
- Appointee is provided appropriate and/or tailored safety training, initially and periodically; and, all positions are monitored on a regular basis for the prevention of injury.

Overview

Health questionnaires are mandatory and must be completed, submitted and approved prior to appointment. Before an employee may begin the duties of a civil service position, certain conditions of employment must be met. One condition of employment is a medical clearance. There are three types of medical clearance:

- Essential Functions Health Questionnaire STD 910
- Health Questionnaire (with Physician's Report) STD 610
- Functional Ability Health Questionnaire, SPB 2066

State Personnel Board (SPB) Policy

The State Personnel Board (SPB) dictates that employability of persons in state civil service be based on individual consideration of the applicant's ability to safely and efficiently perform the essential functions of the position.

The ability to perform safely and efficiently is just one of the considerations for selecting an employee. Among the criteria for selecting an employee, the hiring authority must:

- Make a firm job offer
- Provide the employee, if offer accepted, with an essential functions duty statement and physical requirements of position form
- Open an interactive dialogue and provide a STD 610 (if lifting, bending, stooping, etc. is a required repetitive physical requirement of the job, the PL must request the physician complete the "lift test" and attach it to the STD 610 upon return), STD 910, or SPB 2066 to the new employee for completion

Failure to appoint an applicant for medical reasons shall only take place when any one of the following occurs:

- a medical condition will prevent the applicant from safely and efficiently performing the essential duties of the vacant position and the hiring department is unable to provide reasonable accommodation
- the essential duties or working conditions will, based on medical opinion, significantly and imminently endanger the health or safety of the employee, co-workers or the public
- no reasonable accommodation is available

Completion of the STD 910 and/or STD 610 is mandatory. The SPB 2066 is an alternative to the STD 610 and is discussed in the POM.

Note: you may revoke an employment offer based on information obtained from the medical examination, after SPB Medical Officer review and comment, if the criteria used are job-related and consistent with business necessity. But, you also must show that even with reasonable accommodation, the individual would be unable to perform the essential job functions. Further, you may screen out an applicant on the basis of a disability if the individual poses a “direct threat,” i.e., a significant risk of substantial harm to himself or others, and the risk cannot be adequately reduced by reasonable accommodation. Any such revocation must be reviewed and approved by the Office of Human Resources (OHR).

Clearance Forms STD 910 and STD 610

When making a firm job offer, the hiring supervisor shall provide the prospective employee with a copy of the Essential Functions (EF) Health Questionnaire (HQ) STD 910 and/or the Health Questionnaire (HQ) with Physician's Report STD 610 (or 2066), along with the Physical Requirements of Position form and EF Duty Statement, when a firm job offer is made.

Key Requirements

1. An STD 910, Essential Functions Health Questionnaire is required for the following personnel transactions:
 - Transfer with change in duties or different classification
 - Out-of-class assignment
 - Promotion
 - Training and Development (T&D) assignment
 - Temporary Authorization Utilization (TAU)
 - Rotation
 - Post and Bid
 - New hire to state service
 - Reasonable accommodation (requested/needed)
 - Permissive reinstatement
2. An STD 610, Health Questionnaire (with Physician's Report) is required for the following personnel transactions if the employee has never had a physical for State employment or the STD 610 is over two years old:
 - New hire to state service
 - Permissive reinstatement
 - Employee movement from an STD 910 classification to an STD 610 classification (see the Personnel Operations Manual-POM section titled “Mandatory Medical Clearances.”)

3. The Personnel Liaison shall process the health questionnaire versus the Personnel Specialist.
4. There are numerous classifications that require the Health Questionnaire (with Physician's Report) STD 610. A list of these classes is contained in Attachment 1 of the attached document.
5. All classifications require the Essential Functions Health Questionnaire STD 910 for personnel transactions described above.

Validating the Listing of STD 610 Classes

On pages 23-26 of the POM section titled "Mandatory Medical Clearances" is a listing of classifications that currently require a completed STD 610. Each office or client agency should review the listing to determine if any of the classifications should be eliminated from, or added to the list, based on the following criteria:

1. The classification requires the ability to perform specific physical tasks to perform the essential job duties.
2. The classification requires one of the following duties or conditions of employment:
 - a. operation of heavy motorized vehicles/equipment or vehicles engaged in transportation of passengers (this does not include driving incidental to performance of State business)
 - b. continuously rotating or back-to-back shift assignments (working on more than one shift without a 15-hour rest period) or extended work shifts
 - c. performance of tasks at unsafe distance from the ground with or without safety apparatus (e.g., poles, scaffolds, tree tops, bridge suspensions, etc.) or near heavy or fast moving machinery or traffic
 - d. repetitive lifting or carrying 25 pounds or more
 - e. any other functional or environmental factor of high physical, psychological or environmental demand as determined by the hiring authority and the SPB Medical Officer.

Your Classification and Pay (C&P) Analyst is available to assist you in reviewing the classifications. A response is required by September 15, 2006.

Support Materials

The revised Mandatory Medical Clearances section of the Personnel Operations Manual (POM) and Physical Requirements of Position form are provided as attachments.

Questions

Contact your Personnel Liaison and/or the assigned C&P Analyst for assistance with the Medical Clearances process.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section