01. PROGRAM STATEMENTS

01.01 This pilot program has two purposes:

a. Implement a physical skills assessment testing process to ensure the placement of workers who will be able to meet the physical demands of the job and continue to be injury free in the workplace.

b. Satisfy a need for reliable, medically safe, legally defensible employment testing programs to assist in reduction of workplace injury incidence and associated costs.

01.02 The employment relationship between the university and an individual is contingent upon the individual passing the physical skills assessment required for the job title.

01.03 The university will use the information obtained from the physical skills assessment for the sole purpose of evaluating individuals seeking university employment.

02. DEFINITION

02.01 Physical skills assessment testing – The functional testing program comprised of legally compliant tests that includes protocols, procedures, and processes that are performed to match a worker’s functional capabilities with the essential functions of the job. WorkSTEPS is the name of the physical skills assessment testing program. Physical Therapy Rehab Concepts, P.C. is the testing vendor.

02.02 Post-offer – Physical skills assessment testing is conducted following the acceptance of an offer of employment and preceding the commencement of employment.

03. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT TESTING

03.01 In the EASY, electronic applicant tracking system, when preparing the job requisition, the hiring manager will select from a drop-down menu “Yes” or “No” in the field, “Does this position require post offer pre-placement test for physical skills assessment?” The hiring manager may refer to the list of job titles that will require assessment.

a. The list of job titles are available to Hiring Managers on the website for physical skills assessment testing.

b. If a job title is not on the list, the hiring manager may submit a request to require physical skills assessment testing for the job title in writing to the Director Environmental Health, Safety, and Risk Management. The Director Environmental Health, Safety, and Risk Management will approve requests and coordinate job site visit. The Director Environmental Health, Safety,
and Risk Management will direct the vendor to visit job site to perform an evaluation of the physical requirement to validate the essential physical assessments requirements.

03.02 The EASY job requisition will state in the Additional Information for Applicants field, “Employment with Texas State University-San Marcos for this position is contingent upon the outcome of a criminal history background check and passing strength and agility tests”

03.03 After the successful completion of a criminal background check from Human Resources, the hiring manager will schedule physical skills assessment testing with Physical Therapy Rehab Concepts, P.C.

a. Human Resources will maintain a website with information and instructions to schedule the physical skills assessment. The Hiring Manager must schedule the appointment on the vendor calendar.

b. Human Resources will provide on the website a vendor information card for hiring manager to handout to applicants with physical skills assessment testing information. The hiring manager must present this information card to the applicants selected for the assessment.

03.04 Physical Therapy Rehab Concepts, P.C. will conduct the physical skills assessment on the scheduled appointment date and submit the results to Human Resources within two business days.

a. If a person with a documented disability applies for a position for which testing is required, the testing process requires the candidate to notify Physical Therapy Rehab Concepts, P.C. of their need for accommodations within 5 business days of the testing date. Please be advised the candidate will be asked to provide disability documentation from their medical provider to Physical Therapy Rehab Concept, P.C. If the candidate fails to notify Physical Therapy Rehab Concepts, P.C. in a timely manner, they may be disqualified from participating in the testing process, which may in turn prevent them from being considered for employment.

03.05 Human Resources will inform the hiring manager of the results.

04. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT RESULTS

04.01 If the result is passing, the hiring manager may proceed to hire the selected candidate.

04.02 If the result is not passing, the hiring manager may not proceed to hire the selected candidate and must move forward in the hiring process to the alternate candidate.

04.03 If Physical Therapy Rehab Concepts, P.C. requires a candidate to have a physician’s note to proceed with the assessment, then the hiring manager must allow the candidate up
to 7 working days to provide a physician’s note to the testing vendor and to complete the testing process. If after 7 working days the candidate has not completed the assessment, the hiring manager may choose to continue to wait for the assessment results or move forward in the hiring process to an alternate candidate.

04.04 If the candidate misses the physical skills assessment testing appointment:

a. If the candidate misses an appointment due to a medical condition, the candidate must present a physician’s note immediately to the hiring manager. The hiring manager must allow the candidate up to 7 working days from date of the testing appointment to reschedule and complete the testing process. If after 7 working days the candidate has not successfully completed the assessment testing, the hiring manager may choose to continue to wait for the assessment results or move forward in the hiring process to an alternate candidate.

b. If the candidate misses the physical skills assessment testing appointment or requests a delay for a non-medical reason, the hiring manager may approve another testing date or may immediately move forward in the hiring process to an alternate candidate.