

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-15</p>	<p align="center">Policy # 3.57</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: O.C.G.A. §§ 34-9-361, 45-2-40, 45-2-42, 45-2-43 Attorney General Opinion #81-23 State Personnel Board Rule 478-4 State of Georgia Manual for the Medical and Physical Examination Program Americans With Disabilities Act ACA Standards: 3-JDF-1C-14, 3-JDF-4A-14, 4-JCF-6C-06, 4-JCF-4A-10 DJJ 3.21</p>	
<p>Chapter 3: PERSONNEL Subject: MEDICAL AND PHYSICAL EXAMINATION PROGRAM</p>	<p>Effective Date: 12/20/17 Scheduled Review Date: 12/20/18 Replaces: 12/9/15 Office of Human Resources</p>	
<p>Attachments: A – Job Analysis Worksheet B – MAPEP Manual C – Medical Findings D – Letter to Reviewing Physician E – Report to Employing Agency</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall comply with the laws, rules, and policies governing the State of Georgia’s Medical and Physical Examination Program. Accordingly, the Department shall ensure that no person who is otherwise qualified shall be employed in any capacity unless the person is certified as meeting the standards of medical and physical fitness by a qualified medical examiner within the deadlines established by the program. The Department of Juvenile Justice Medical and Physical Examination Program shall be administered in accordance with applicable principles of the American with Disabilities Act.

II. DEFINITIONS:

Conditional Offer of Employment: An employment offer that is contingent upon successful completion of the hiring process.

MAPEP: Medical and Physical Examination Program.

Part-Time Employee: An employee who works fewer than 30 hours per week.

Prospective Employee: Any person who is subject to this policy and who has been given a contingent offer of employment with the Department of Juvenile Justice.

State Physician: Any licensed physician who has been employed or contracted by a department or the State Personnel Administration Commissioner for the purpose of conducting limited or full

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physical examinations, assessing the results of the examinations for prospective employees, or determining if the prospective employee meets the standards of physical fitness for the specific position.

III. PROCEDURES:

A. General Provisions:

1. The Department will comply with the State Personnel Administration's Medical and Physical Examination Program:
<http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/mapep-rules-and-resources>.
2. This policy applies to all prospective and current employees, with the exception of the Commissioner.
3. All medical information that is completed or collected in any form regarding a prospective or current employee will be considered confidential and will be maintained in a confidential file separate from the employee's official personnel record. Such information will be accessible only on a need-to-know basis.
4. An offer of employment must be contingent upon the prospective employee completing any required physical examination prior to beginning work. The results of the physical examination will be reported to the State Physician as soon as the results are received.
5. The prospective employee will be responsible for all expenses associated with acquiring a pre-employment physical exam, if applicable.
6. Job Data:
 - a) Prior to filling each vacancy, the local director should review and update, if necessary, all job requirements and any job information documentation. Essential functions of the job should be determined and documented. The Job Analysis Worksheet (Attachment A) may be used as a tool for this job review.
 - b) Detailed job information should be provided to each considered candidate.
7. Reasonable accommodation of candidates with disabilities should be considered in accordance with the Americans with Disabilities Act and DJJ 3.21, Americans with Disabilities.

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8. The local Director must ensure that a current employee who is a candidate for a job in a different category than his or her current job meets all applicable MAPEP standards (e.g., an employee currently in a Category 1 job would be required to undergo the required physical examination before being placed in a Category 5 job).
- B. The Director of Human Resources or designee will determine the appropriate job category (1 through 5) for each position in the Department based on MAPEP standards.
 1. Local directors must notify the Director of Human Resources of any unique position(s) that may require additional review. The Office of Human Resources will document atypical job category designations.
 - C. The MAPEP forms will be completed as required in the MAPEP Manual (Attachment B).
 - D. Additional Physical Examination and “Additional Tests” Requirements:
 1. The Department may require an agency-paid physical and/or psychological examination for certain positions, regardless of job category, if the examination(s) are justified by job-related factors. For example, the Department may require psychological testing of employees/applicants selected for certain investigative positions or law enforcement. DJJ will not pay for routine physicals.
 2. The Department may require certain laboratory tests and or physical examinations beyond the typical routine examination, if appropriate, based on job-related factors. Requests for such tests will be documented in the “Additional Tests Requested” section of the Medical Findings form (Attachment C).
 3. The Department or State Physician may request additional information and/or further physical examination(s) and/or test(s) for any position, regardless of job category, if the information provided indicates a potential job-related problem and/or where insufficient information is available for appropriate determinations to be made.
 - E. Medical Review of Documentation, Test, and/or Examination Results:
 1. All medical history forms used for Categories 2-5, if indicated, and physical examination results (typically category 5), will be reviewed by a licensed physician under contract with the State Personnel Administration for determination of the medical and physical fitness of the prospective employee. Applicable forms, along with the Letter to Reviewing Physician (Attachment D), will be sent to the reviewing physician for evaluation.

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2. The physical demands of the position, the working conditions under which the work is performed, and any applicable standards and/or guidelines approved by the State Personnel Board will be compared with the health status of the prospective employee.
3. The reviewing physician will report his/her findings to the Department on the Report to Employing Agency Form (Attachment E) as follows:
 - a) Physically capable to meet demands of position with no limitations;
 - b) Physically capable to meet demands of position with moderate limitations (not to be transferred to another position without review of medical records);
 - c) Recommend further examination(s);
 - d) Does not meet the physical standards of the position; and
 - e) Incomplete or inadequate information.

F. Appeals:

1. A prospective employee may file an appeal contesting any requirement of the Medical and Physical Examination Program. The appeal must be submitted in writing within 5 workdays of the prospective employee's awareness of the program requirements.
2. The appeal must include:
 - a) The prospective employee's name;
 - b) The position sought; and
 - c) The requirement of MAPEP being contested.
3. The local director must ensure that the appeal is filed in writing with the Director of Human Resources, regardless of the format under which the appeal is presented by the prospective employee.
4. The appeal must be filed with the Director of Human Resources within 5 business days of the local director's becoming aware of the contested requirement.
5. The Director of Human Resources or designee will review the facts and circumstance, obtain an informed opinion, and issue a written response to the

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prospective employee within 15 business days of receiving the appeal. This response is the final decision on the appeal.

6. The Director of Human Resources will provide to the State Personnel Administration Commissioner a copy of any appeal or litigation filed in any court by a prospective employee that alleges a violation of applicable laws or rules. When a final decision regarding the issue is rendered by the appropriate department official or court, a copy of the decision will also be made available to the State Personnel Administration Commissioner.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO