PURPOSE

The purpose is to establish policies and procedures for uniformly implementing and administering a post-offer Physical Abilities Testing Program to be used in the hiring process. The focus of the program is to improve the new employee selection process such that only applicants demonstrating the physical capabilities to perform essential functions of the job would be hired.

SCOPE

This policy applies to all new hires in the following job classifications: Custodial Workers, Laborers, Groundskeepers, Painters, Carpenters, Plumbers, Electricians, Maintenance Repairmen, Building Maintenance Foremen, Utility Plant Operators, and Stock Clerks.

PROCEDURE FOR ADMINISTERING THE POST-OFFER EMPLOYMENT PROGRAM

Advanced Ergonomics physical ability test batteries typically consist of a strength test, endurance test, and/or postural/agility test. The exact composition of the battery depends upon the physical demands of the job for which testing is being utilized. Under the Americans with Disabilities Act (ADA), the strength and postural/agility tests are considered physical agility tests, and can therefore be used either before or after a conditional offer of employment has been extended. The endurance test, however, is considered a medical test because it actually assesses the applicant’s physical fitness level. Accordingly, the endurance test should be used only in a post-offer setting.

Once a candidate has been selected, he/she will be given an Appointment Form (Attachment A) by the Employment Manager and instructed to report to Coordinated Health Systems to complete the physical ability test. The Employment Manager will call and make the appointment while the candidate is present. Coordinated Health Systems will send the test results to Advanced Ergonomics. Advanced Ergonomics will then
transmit the results to ESU within 24 hours after receiving the results from the testing facility. If the candidate has successfully passed the test, he/she will be contacted to establish a start date. If they have failed the physical ability test, they will be sent a memorandum (Attachment B). This memorandum provides detail as to why the applicant took the test, which portion(s) the applicant failed, the purpose of each portion of the test, and what the applicant can do to improve his/her score if allowed to take the test again.

RETEST POLICY

The Uniform Guidelines On Employee Selection Procedures (29 CFR Part 1607) provided by Advanced Ergonomics states that the University must have some mechanism for reconsideration for all applicants. Therefore, it is our policy to have a formal retest policy which outlines how a test would occur, and who would bear the expense of that retest.

At ESU, a candidate may retest one time within 5 business days of receiving test results and the retest will be at the candidate’s expense.

Advanced Ergonomics may also request retests if it is determined that the original test was not a valid test. There is no charge for retest under these circumstances.

ROLES AND RESPONSIBILITIES

1. The University Employment Manager will, once a selection has been made, give the candidate an Appointment Form and instructions as to the process.

2. The University Employment Manager will contact Coordinated Health to schedule the appointment.

3. Coordinated Health will conduct the test and send the results directly to Advanced Ergonomics.

4. Advanced Ergonomics will send the confidential Test Results Report (Attachment C) to the Office of Human Resources.

5. The University Employment Manager will contact the candidate regarding a start date or will send the Memorandum for Failing Test Results, whichever is appropriate.

_________________________________________________________ Date:_____________
Richard A. Staneski
Vice President
EAST STROUDSBURG UNIVERSITY

Physical Ability Testing

Preparing for Your Physical Ability Test

Applicant’s Name:

Please report to Coordinated Health for your physical ability test on
____/____/_____ at ________ a.m./p.m. You will be tested for the following position:

___ 1. Job Title #1
___ 2. Job Title #2
___ 3. Job Title #3
___ 4. Job Title #4
___ 5. Job Title #5
___ 6. Job Title #6
___ 7. Job Title #7

To allow you to do your best, you should follow the guidelines listed below:

⇒ Wear loose fitting clothing (i.e., shorts, sweatsuit, etc.) and comfortable shoes.

⇒ Do not eat a heavy meal at least two (2) hours before your appointment. (We are not suggesting that you skip a meal altogether in preparation for this test, but rather eat sensibly.)

⇒ Do not drink cafffeinated beverages such as coffee, tea, and colas or eat food items that contain caffeine (such as chocolate bars, natural herbal stimulants, etc.) for at least two (2) hours before your appointment.

⇒ Do not smoke or chew tobacco for one (1) hour before your appointment.

⇒ Do not take any non-prescription diet aides, cold or allergy medication for at least 24 hours prior to the test.

⇒ Avoid vigorous activity (i.e., working a full shift, exercising, etc.) for several hours prior to your appointment.

Thank you for your interest in working for East Stroudsburg University. We will notify you within 24 hours of receiving your test results if you have passed this physical ability test and can begin employment with us.
MEMORANDUM

To:                
From: Office of Human Resources
Subject: Results of Physical Ability Test

You recently applied for a position at East Stroudsburg University. As part of the application process, you took a physical ability test to measure your strength and endurance requirements for the job to which you applied to determine if you could meet those requirements. At this time, you have failed the portion(s) of the test indicated below.

- Strength Test
- Endurance Test

A failing score on a portion of this test indicates that you do not have the physical ability to meet the physical demand of the position to which you applied.

Many times applicants inquire as to how they could have failed the test when they did everything asked of them during the test in the clinic. It should first be understood that the clinic is an objective party collecting data that is actually evaluated by a company in Dallas, Texas. The clinic does not know the actual criterion for each portion of the test. To assist you in understanding why you failed a certain portion of the test, we have provided below an explanation of each test and recommendations on what measures to take to possibly improve your scores if you were to take the test again.

Test Explanation

The strength test was administered to measure your strength capability. The step test was administered to measure your aerobic capacity (endurance level). This was accomplished by asking you to step up and down on a box of specific height at a set pace for a specific amount of time and then seeing how your heart responded to this workout. Please note that this test is not a medical evaluation. Therefore, a failing score on the step test does not indicate a medical problem with your heart.

Improving Your Physical Ability

In order to improve your score on either portion of the test, please consult your physician regarding a workout program that would be suitable for you. To improve your strength capability, the program should include strengthening exercises. To improve your endurance capability, the program should include aerobic activities such as cycling, swimming, walking, running, treadmill exercise, etc.

Further Questions

If you should still have questions regarding your results or need information on the University’s retest policy, call the number listed below and leave the information as instructed on the applicant advisory voice mail:

| Contact: | Advanced Ergonomics, Inc. at (972) 239-3746, ext. 3054 |
| Information: | Name |
| | Social Security Number |
| | Phone Number (with area code) |
| Best time for customer service representative to contact you |

A customer service representative from Advanced Ergonomics will respond within a few business days to your inquiry. Thank you for seeking employment with East Stroudsburg University.
Confidential Fax Transmission

To: Mr. Tim Kresge
East Stroudsburg University
Fax: 570-422-3450

Report Date: ______________

One page transmission – if this has been received in error, please call 1-800-342-6703 extension 221.

Physical Ability Test Results

Personal Applicant Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>________________</td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>______________</td>
</tr>
<tr>
<td>Test Date:</td>
<td>______________</td>
</tr>
<tr>
<td>Job:</td>
<td>________________</td>
</tr>
</tbody>
</table>

Test Outcome Data

| Strength             |______________|
| Endurance            |______________|
|                      |______________|
|                      |______________|

<Pass/Fail>