



**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

POLICY NO.

301.005  
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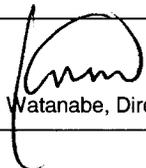
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Rev. No. 1  
10/27/03

TITLE:

**MEDICAL, PHYSICAL, AND MENTAL  
HEALTH REQUIREMENTS FOR CIVIL  
SERVICE EMPLOYEES**

APPROVED:

  
Kathleen N. A. Watanabe, Director

## **I. POLICY**

Persons selected for employment in the civil service shall meet the physical and mental fitness requirements necessary for the safe and efficient performance of the duties and responsibilities of their positions, shall continue to meet the physical and mental fitness requirements while employed, and shall be provided with reasonable accommodation where required by law.

## **II. RATIONALE**

An employee shall be physically and mentally fit to perform the duties and responsibilities of the position that he or she occupies without undue hazard to the employee or others and without undue hardship to the operation of the program.

## **III. DEFINITIONS**

“Appointing authority” means the department head or designee having the power to make appointments or changes in the status of the employees.

“Essential function” means those core duties that are the reason that position exists.

“Reasonable accommodation” means any modification or adjustment to a job, the job application process, or the work environment that will enable a qualified job applicant or employee with a disability to perform the essential functions of the job, participate in the application process, or enjoy the benefits and privileges of employment.

## **IV. SCOPE**

This procedure applies to applicants selected for employment in the civil service and employees occupying positions in the civil service. Medical examinations may include, but need not be limited to, pre-employment medical examinations, return to work examinations, and fitness for duty medical evaluations.

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**V. RESPONSIBILITIES**

**A. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
("HRD")**

The director or designee shall be responsible for:

1. Issuing procedures and guidelines concerning the development, maintenance, and implementation of physical and mental requirements for positions in the civil service;
2. Establishing physical standards for positions in the civil service affecting initial appointments and for all other actions involving employment in the civil service;
3. Requiring such medical evidence as may be necessary in order to make valid physical and mental determinations.

**B. APPOINTING AUTHORITIES**

Appointing authorities or their designees shall be responsible for:

1. Determining whether individuals meet the physical and mental requirements for employment in the civil service with such determinations that are based upon medical evidence, secured and acted upon in accordance with the requirements and procedures prescribed by HRD;
2. Adhering to and implementing the State's physical and mental fitness policies, procedures, and guidelines;
3. Establishing internal procedures and guidelines for the implementation of this policy;
4. Determining whether applicants' or employees' requests for reasonable accommodations are appropriate; and
5. If appropriate, establishing medical and physical standards for selected classes of work with the approval of the director of HRD.

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**VI. GENERAL PROVISIONS**

- A. Individuals and existing employees who are selected for employment must comply with any medical examination requirements as mandated by law, e.g., employees who drive vehicles that require a commercial driver's license must pass medical examinations in order to obtain and retain such licenses.
- B. Disabilities will not automatically disqualify an individual or employee from employment in a position. Reasonable accommodation may be required by the Americans with Disabilities Act or other laws.
- C. Medical examinations shall be done by a duly licensed physician.
- D. All medical matters involving employees shall be treated as highly confidential information.

**VII. PROCEDURE**

**A. PRE-EMPLOYMENT**

- 1. Applicants must be physically able to efficiently and effectively perform the essential duties of the position for which they are hired.
- 2. Applicants with disabilities who demonstrate that they are capable of performing the essential functions of the position will not be disqualified.
- 3. Pre-employment medical examinations shall be conducted in accordance with existing programs as prescribed by the director.
- 4. Pre-employment medical examinations shall be conducted by any duly licensed physician.
- 5. Disqualification of applicants will be made only after a review of all pertinent information, including the results of the medical examination and pursuant to the approval of the director.
- 6. Pre-employment medical examinations, including physical and/or mental examinations, shall be paid for by the applicant.

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**B. FITNESS FOR DUTY**

1. Appointing authorities may secure medical examinations, including physical and/or mental examinations, to determine the fitness for duty of it employees.
2. Medical examinations, including physical and/or mental examinations, shall be conducted without cost to the employee.

**VIII. AUTHORITIES AND REFERENCES**

§ 76-18, Hawai'i Revised Statutes, *Examinations*

§ 76-27 (c), Hawai'i Revised Statutes, *Probationary service and other requirements for membership in the civil service*

§ 14-1-3 (3) (J), Hawai'i Administrative Rules, *General responsibilities of director*