
 <p style="text-align: center;">STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES</p>	POLICY NO. 301.005 EEO	NO. of PAGES 4
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 2 08/14/14
TITLE: MEDICAL, PHYSICAL, AND MENTAL REQUIREMENTS FOR EMPLOYMENT	APPROVED:  Barbara A. Krieg, Director	

I. POLICY

Persons selected for employment 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 within the departments under the jurisdiction of the Department of Human Resources Development (“HRD”), and employees occupying positions within those departments, whether civil service or exempt from civil service.¹ Medical examinations may include, but need not be limited to, pre-employment medical examinations, return to work examinations, and fitness for duty medical evaluations.

¹ This revised policy supersedes and replaces HRD’s previous Policy No. 1000.004, “Medical, Physical, and Mental Health Requirements for Exempt Employees”.

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V. RESPONSIBILITIES

A. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

The director or designee shall be responsible for establishing policy and issuing procedures and guidelines concerning the development, maintenance, and implementation of physical and mental requirements for positions;

B. APPOINTING AUTHORITIES

Appointing authorities or their designees shall be responsible for:

1. Establishing physical and mental standards for positions affecting applicants and employees and for all other actions involving employment;
2. Determining whether applicants and employees meet the physical and mental requirements for employment based upon medical evidence, secured and acted upon in accordance with the requirements and procedures prescribed by HRD, including, but not limited to the authorities and references listed in Section VIII;
3. Requiring such medical evidence as may be necessary in order to make valid physical and mental determinations.
4. Establishing internal procedures and guidelines for the implementation of this policy;
5. Determining whether applicants' or employees' requests for reasonable accommodations are appropriate; and
6. If appropriate, establishing medical and physical standards for selected classes of work with the approval of the director of HRD.

VI. GENERAL PROVISIONS

- A. Applicants who are selected for employment and existing employees 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, and/or any medical examination requirements mandated by authorized programs.

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- B. Disabilities will not automatically disqualify an applicant or employee from employment in a position. Reasonable accommodation shall be provided as required by the Americans with Disabilities Act or other laws, in accordance with HRD's related policies and procedures.
- C. Medical examinations shall be done by a duly licensed physician.
- D. Any medical information relating to applicants and/or employees shall be treated as highly confidential information.

VII. PROCEDURE

A. PRE-EMPLOYMENT

- 1. Applicants must be physically and mentally able to efficiently and effectively perform the essential duties of the position for which they are hired, with or without a reasonable accommodation.
- 2. Pre-employment medical examinations shall be conducted in accordance with existing programs as prescribed by the director.
- 3. Pre-employment medical examinations, if required, shall be paid for by the applicant.

B. FITNESS FOR DUTY

- 1. Appointing authorities may secure medical examinations, including physical and/or mental examinations, to determine the fitness for duty of their employees, in accordance with applicable laws and HRD's related policies and procedures.
- 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*

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HRD Policy No. 300.005 *Placement of Disabled Civil Service Employees with Environmental Non-work Related Injuries or Illness*

HRD Policy No. 601.001 *Discrimination/Harassment-Free Workplace Policy*

HRD Policy No. 601.002 *Reasonable Accommodations for Employees and Applicants with Disabilities*

HRD Policy No. 902.001 *Return to Work Priority Program*