

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	T.Sheets
Strength and Flexibility Testing	6/28/2004	New	1	3

### 1.0 Purpose

To provide a method to examine the ability of individuals to perform the essential physical strength or flexibility functions of positions within Delaware County.

### 2.0 Scope

This policy pertains to all departments operating under the authority of the Delaware County Board of Commissioners and any appointing authority utilizing the Delaware County Human Resources Department to obtain post-offer strength and flexibility testing.

### 3.0 Distribution

To all departments operating under the authority of the Delaware County Board of Commissioners and any appointing authority utilizing the Delaware County Human Resources Department and requesting post-offer strength and flexibility testing.

### 4.0 Definitions

- A. *Individual.* An individual is a person who has been offered a position with or is currently employed by the County.
- B. *Strength and Flexibility Testing.* A physical test may consist of the following:  
Observed demonstration of the physical components required for performing the essential functions of a job and educational instruction on proper lifting and carrying techniques.
- C. *Authorized Test Administrator:* Authorized Test Administrator is the organization designated by the Board of County Commissioners where strength and flexibility testing is administered.

### 5.0 Policy

- 1. **PROCUREMENT OF PHYSICAL TESTS.** The County will request a physical test only for legitimate, job-related employment or job placement purposes. Physical tests will be conducted by an Authorized Test Administrator.
- 2. **WRITTEN PERMISSION FOR PHYSICAL TESTS.** The County will procure a physical test only with the written permission of the individual. Refusal to provide

written permission to conduct a physical test is grounds for withdrawal of any offers of employment or for termination.

3. **CONFIDENTIALITY OF PHYSICAL TEST RESULTS.** As provided under the Americans with Disabilities Act, the County will maintain physical test results in strict confidence and in a separate file from other recruiting or personnel information. Test records will be released only if compelled by law.
4. **USE OF STRENGTH AND FLEXIBILITY TESTING RECORDS.** The County may consider as a possible justification for the refusal to hire, suspension, revocation, or termination of employment any negative physical test results that relate to an offeree's potential performance in the job sought or an employee's performance in the job currently held. In making this determination, the County may consider the following factors:
  1. the relationship between strength and flexibility test results and the essential functions of the position;
  2. the possibility that a physical condition or inability would prevent job performance; and
  3. the possibility that a physical condition may be exacerbated by the nature of the work or job duties or demonstrates a direct threat of physical harm to the individual or others.

#### 6.0 Procedure

1. Applicants for labor and trade positions will be asked to sign a waiver agreeing to strength and flexibility testing. If the applicant refuses strength and flexibility testing, he/she will not be considered for the position.
2. Upon extending an employment offer, the Delaware County Recruiter will coordinate the date, time and location for the strength and flexibility testing at the Authorized Testing Center.
3. The Delaware County Safety Officer will arrange the strength and flexibility testing for current employees.
4. The Authorized Physical Test Administrator will conduct the strength and flexibility testing and will present Delaware County with a report of test results.
5. If the test results indicate that the employee is not capable of performing the essential functions of the job with or without reasonable accommodations, the offer of employment may be revoked or employment may be terminated.
6. All physical test results will be filed in a medical file, separate from the recruiting and personnel files.

**DELAWARE COUNTY STRENGTH AND FLEXIBILITY TESTING CONSENT FORM**

Having read and understood the Delaware County Strength and Flexibility Testing Policy, I hereby authorize Delaware County to conduct a job-related physical for the position for which I am applying or currently hold. I authorize Delaware County to obtain any information that may be sought concerning my physical health and ability, and I hereby waive any privileges and release Delaware County and all referring entities from any liability involved in producing this information.

I further authorize Delaware County to make any lawful examination of my strength and flexibility testing information, and I release any authorized strength and flexibility testing facility, and all individuals connected therewith, from all liability in providing such information.

I understand that any employment with Delaware County or job placement by Delaware County will be contingent upon the result of any strength and flexibility testing that I have so authorized.

\_\_\_\_\_  
Applicant or Employee Signature

\_\_\_\_\_  
Date