

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Medical Requirements for Employment		
<b>Policy Number:</b> 104.73	<b>Effective Date:</b> 12/26/2019	<b>Page Number</b> 1 of 5
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:** All persons seeking employment with the Georgia Department of Corrections (GDC) must meet the medical guidelines as established in the Medical and Physical Examination Program (MAPEP) and adopted by the State Personnel Board.

**II. Authority:**

- A. Americans with Disability Act (ADA) and Genetic Information Nondiscrimination Act of 2008;
- B. GDC Standard Operating Procedure (SOP): 104.21 Americans With Disabilities Act, Title I (Employment Provisions);
- C. O.C.G.A.: § 34-9-361 Employer's Knowledge of Employee's Preexisting Permanent Impairment, § 35-8-8 Requirements for Appointing Or Certification Of Persons as Peace Officers, and 45-2-40 Employees to Furnish Certificate of Physician Fitness for Employment;
- D. State Personnel Board Medical and Physical Examination Program (MAPEP) Rules, 478-4-.01 and following;
- E. POST Rule: 464-3-.02 Qualifications for Certification: Pre-Employment Requirements; and
- F. ACA Standards: 2-CO-1C-19 and 4-406.2

**III. Definitions:**

**A. Job Categories -**

- 1. Category I. Primarily sedentary, light physical work with limited to no unusual working conditions.
- 2. Category II. Moderate to heavy physical activity and/or moderate to high interface with working conditions of potential concern for certain health conditions.
- 3. Category III. Positions involving food preparation or the handling of raw consumable animal products.

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Medical Requirements for Employment

**Policy Number:** 104.73

**Effective Date:** 12/26/2019

**Page Number** 2 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Human Resources)

**Access Listing:**  
Level I: All Access

4. Category IV. Health-related positions with direct contact or exposure to air-borne pathogens (e.g., TB), blood-borne pathogens (e.g., HIV, viral hepatitis), human body parts or products.
  5. Category V. Strenuous physical activity and/or extreme or potentially life-threatening working conditions requiring a high level of physical capability.
- B. Medical and Physical Examination Program** - A program adopted by the State Personnel Board to ensure the legislative intent of O.C.G.A. § 45-2-40, *et seq.*, to:
1. Ensure the individual will be physically capable of carrying out the duties of his/her job;
  2. Protect the individual from possible harmful effects associated with employment, which may arise by virtue of a particular preexisting physical malady; and
  3. Protect the State from potential liability under Workers' Compensation laws for conditions arising after employment, but caused in whole or part by preexisting physical conditions.
- C. Security Position** - A job that requires P.O.S.T. Certification.

**IV. Statement of Policy and Applicable Procedures:**

Prospective employees must meet the medical and physical standards required to perform the essential functions of their position. Job Categories will be determined by the Director, Human Resources. Employees shall follow the requirements outlined below:

**A. Security Employee Requirements:**

1. All prospective employees who are offered employment for a Security Position, including new applicants, applicants transferred from security or non-security positions in another agency, and prior department employees, must complete the Supplemental Acknowledgement, General Information (MAPEP), Health Information Checklist (MAPEP), and the Medical History Report (MAPEP). The examining physician, who must be a licensed medical

**GEORGIA DEPARTMENT OF CORRECTIONS**  
**Standard Operating Procedures**

**Policy Name:** Medical Requirements for Employment

**Policy Number:** 104.73

**Effective Date:** 12/26/2019

**Page Number** 3 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Human Resources)

**Access Listing:**  
Level I: All Access

doctor or a doctor of osteopathy, must complete the Medical and Physical Examination Program for Correctional Officers and the Physician's Affidavit forms prior to the first day of work. The Supplemental Acknowledgement and the Specialized Medical Guidelines (MAPEP) needs to be given to the examining physician with the physical examination form. The required medical documents are in the new hire package.

2. Original forms will be maintained in the local medical file. A copy of the completed forms shall be forwarded to Corrections Human Resources Management (CHRM) with the new hire package or a personnel action. CHRM will send these forms to a licensed physician. After review, the Licensed Physician will send the forms to CHRM and notify the Director, HR of any concerns related to the results of the exam. The reviewed forms will be maintained in the employee's official file.

**B. Non-Security Employee Requirements:**

1. All prospective non-security employees who are offered employment, including new applicants, applicants transferred from security or non-security positions in another agency, and rehires shall complete the Medical History Report (MAPEP), Health Information Checklist (MAPEP) and the General Information (MAPEP) prior to the first day of work. These forms are located in the new hire package.
2. The local Personnel Representative shall review the forms to determine if there are any limitations/restrictions that may impact the individual's performance of the job. If there are concerns regarding the individual's ability to perform the essential job functions, the personnel representative shall forward the questionnaires to CHRM Audits and Compliance Unit with a statement that clearly identifies the concern. After appropriate consultation, CHRM will notify the local personnel representative of the determination.
3. Original forms will be maintained in the local medical file. A copy of completed forms shall be forwarded to CHRM with the new hire package or a personnel action.

**C. Denial of Employment:** Employees shall be notified, in writing, of the decision to rescind an offer of employment based on failure to meet the pre-employment

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Medical Requirements for Employment		
<b>Policy Number:</b> 104.73	<b>Effective Date:</b> 12/26/2019	<b>Page Number</b> 4 of 5
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

physical guidelines based on any requirement of the Medical and Physical Examination Program. (See Attachment 1).

- D. Appeal Process: The decision to deny employment based on any requirement of the Medical and Physical Examination Program may be appealed by only the affected applicant/employee within fifteen (15) calendar days of the date of the notification of denial. The appeal must be made, in writing, to:

Director, Human Resources  
P.O. Box 1529  
Forsyth, Georgia 31029  
(478) 992-5211

1. The appeal must include:
    - a) The prospective employee's name;
    - b) The position sought; and
    - c) The requirement of MAPEP being contested.
  2. The Director, Human Resources/designee will seek a clarification of the duties of the position and an explanation of how and why the applicant is not eligible from the Appointing Authority and issue a written response within ten (10) calendar days of receipt of the appeal. This response is the final decision on the appeal.
  3. The Director, Human Resources will provide the Department of Administrative Services (DOAS) Commissioner with 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 DOAS/HRA.
- D. Reasonable Accommodation of prospective employees with disabilities should be considered in accordance with the Americans with Disabilities Act and SOP 104.21 Americans with Disabilities Act, Title I (Employment Provision).

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Medical Requirements for Employment

**Policy Number:** 104.73

**Effective Date:** 12/26/2019

**Page Number** 5 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Human Resources)

**Access Listing:**  
Level I: All Access

**V. Attachments:**

Attachment 1: Withdrawal of Offer of Employment

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachment 1 shall be placed in the employee's official Human Resources file and retained permanently.