

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Annual Physical Readiness Test Qualifications for Military Affairs Security Officer/Senior/Supervisor

SECTION: Security Officer Qualifications

I. PRACTICE

The Department of Military Affairs (DMA) Security Officers/Supervisors (MASO/S), referred to herein as employee, are high risk professionals and are held to a physical standard in accordance with state statutes, federal regulations, and Security Cooperative Agreements. Therefore, DMA establishes standardized processes to ensure current employees and pre-hire candidates are fit for duty as MASO/S. Pre-hire candidates are required to meet this physical readiness standard along with all pre-hire requirements as set forth in State Human Resources Practice & Procedure (SHR P&P) Bulletin 4.300 Pre-Hire Fitness for Duty (Military Affairs Security Officer/Supervisor). Current employees are required to complete this Physical Readiness Test (PRT) annually per the Security Cooperative Agreements.

II. SCOPE

The provisions of this policy are applicable to the aforementioned job titles serviced by the Department of Military Affairs Security Forces.

III. AUTHORITY AND REFERENCE

- A. Master Cooperative Agreement, Appendix 1003 and 1023 (Security Cooperative Agreements, April 2019)
- B. National Guard Regulation 5-1, National Guard Grants and Cooperative Agreements (28 May 2010)
- C. Wis. Stat. Chapter 230, State Employee Relations
- D. Wis. Stat. § 40.02(48) (a), Definitions, Protective Occupation Participant
- E. Wisconsin Human Resource Handbook, Chapter 680, Protective Occupation Status for State Employees
- F. DMA Practice & Procedure Bulletin 4.300, Pre-Hire Fitness for Duty
- G. DMA Practice & Procedure Bulletin 5.200 Fire Crash Rescue Specialist/Supervisor and Military Affairs Security Officer/Supervisor Notification of Injury, Illness, or Disease and Return to Work Guidelines

- H. Air Force Instruction 36-2905, Fitness Program (27 August 2015)
- I. Air Force Policy Directive 10-2, Readiness (6 November 2012)
- J. Army Regulations 600-20, Army Command Policy (24 July 2020)
- K. Army Regulation 190-56, The Army Civilian Police and Security Guard Program (15 March 2013)
- L. Air Force Instruction AFI 31-117, Arming and Use of Force by Air Force Personnel (5 August 2020)

IV. PROCEDURE

A. PRE-HIRE PHYSICAL READINESS TEST

The pre-hire PRT is administered by an Occupational Health Care provider unless otherwise directed by the DMA SHR. Pre-hires will have only one attempt to pass the PRT. If a pre-hire candidate fails the PRT, they will no longer be considered for the position at that time, however, they may reapply for a position in the future. Please refer to SHR P&P Bulletin 4.300 Pre-Hire Fitness for Duty (Military Affairs Security Officer/Supervisor).

Current limited term employees who are considered for full-time employment are not required to take the PRT as part of the pre-hire process, as long as they have passed the PRT within the past 12 months of their date of hire into the permanent position.

Once the pre-hire candidate has been scheduled for their PRT, the DMA MASO Supervisor must notify the DMA Risk Manager Tracie Ninedorf via email at tracie.ninedorf@wisconsin.gov in accordance with SHR P&P Bulletin 4.110 Hiring Procedures.

***Please note: The Occupational Health Care provider and their qualified personnel may utilize alternate methods in facilitating the PRT for the safety of the participant within a medical facility, especially during times of inclement weather (low visibility, slippery outside conditions, outside temperatures over 95 degrees or below 32 degrees).*

B. ANNUAL PHYSICAL READINESS TEST

The annual PRT for current employees will be administered in September. MASO Supervisors will notify their employees (full-time and limited term employees) in August, at least 30 calendar days prior to their scheduled PRT. Notifications and proposed schedules of the annual PRT test must be emailed to DMASHR@wisconsin.gov within 48 hours of notification to employees. Once employees are scheduled for the PRT, schedules must be emailed to DMASHR@wisconsin.gov

1. Employees who fail to pass the annual PRT in September will have three additional opportunities to attempt to pass the test.

2. If an employee fails to pass the first PRT, the employee will be scheduled for a second attempt to be completed no more than 30 calendar days from the date of the first attempt.
3. If an employee fails to pass the test on the second attempt, the employee will be scheduled for a third attempt to be completed no more than 30 calendar days from the date of their second attempt.
4. If an employee fails to pass the test on the third attempt, the employee will be scheduled for a fourth and final attempt within 30 calendar days from the date of their third attempt.
5. MASO Supervisors are responsible for tracking the 30-day requirement and administering the next attempt within the 30-day timeframe.
6. Upon employee's completion of the PRT, the MASO Supervisor must complete DMA Form 5.3-4-R Physical Readiness Test Results. The MASO Supervisor will forward the completed DMA Form 5.3-4-R to DMASHR@wisconsin.gov within 48 hours of the PRT attempt.
7. Employees who fail an attempt of the annual PRT will continue to be scheduled to work unless there are extenuating circumstances of concern. If a recommendation is made to remove an employee from performing their duties until successful completion of the PRT, the recommendation must be discussed with the employee's leadership and approved by the DMA SHR Director. If an employee fails to meet the standard after the fourth attempt, then the employee's direct supervisor will contact their leadership and DMA SHR to discuss how to proceed, which may include separation procedures.

Current employees who successfully completed the pre-hire PRT on or after July 1st of the current calendar year are exempt from taking the annual PRT in September of that calendar year. No other exemptions are given.

C. RETURN-TO-WORK PHYSICAL READINESS TEST

Employees returning to duty after an injury, illness or disease affecting their ability to safely perform their job duties are required to take the PRT in accordance with DMA SHR P&P Bulletin 5.200 Fire/Crash & Security Return to Work Guidelines. The return-to-work PRT also applies to employees returning to work after an extended absence of 12 months or more or if they were unable to participate during the annual PRT qualification period.

1. Employees will have four attempts to meet all the standards of the return-to-work PRT.

2. The first attempt to successfully complete the return-to-work PRT will be administered on the first day the employee returns to work. If an employee fails to meet the standard, then the employee will be scheduled for a second attempt to be completed no more than 30 calendar days from the date of their first attempt.
3. If an employee fails to pass the test on the second attempt, the employee will be scheduled for a third attempt to be completed no more than 30 calendar days from the date of their second attempt.
4. If an employee fails to pass the test on the third attempt, the employee will be scheduled for a fourth and final attempt to be completed no more than 30 calendar days from the date of their third attempt.
5. MASO Supervisors are responsible for tracking the 30-calendar day requirement and administering the next attempt within the 30-day timeframe.
6. Upon employee's completion of the PRT attempt, the MASO Supervisor must complete DMA Form 5.3-4-R Physical Readiness Test Results. The MASO Supervisor will forward the completed DMA Form 5.3-4-R to DMASHR@wisconsin.gov within 48 hours of the return-to-work PRT attempt.
7. Employees who fail an attempt of the return-to-work PRT will continue to be scheduled to work unless there are extenuating circumstances of concern. If a recommendation is made to remove an employee from performing their duties until successful completion of the PRT, the recommendation must be discussed with the employee's leadership and approved by the DMA SHR Director. If an employee fails to meet the standard, then the employee's direct supervisor will contact their leadership and DMA SHR to discuss how to proceed, which may include separation procedures.
8. The return-to-work PRT does not satisfy the annual PRT requirement in September, unless the return-to-work PRT is administered between July 1st and August 31st of the current calendar year.

D. EMPLOYEE FAILURE DUE TO MEDICAL REASONS

If an employee asserts that he or she is unable to perform or fails the PRT (annual or return-to-work) due to **medical** reasons, he/she must provide documentation from a health care provider to support the assertion within 7 calendar days of their most recent scheduled attempt. The documentation must be obtained at the employee's cost.

The employee will provide their health care provider with a copy of the MASO position description and the physical readiness standards to ensure the health care provider fully understands the nature of the employee's job duties as it relates to physical readiness.

The employee will deliver the documentation to DMA Risk Manager Tracie Ninedorf within **24 hours** after the health care provider provides the employee with the requested documentation.

Documentation must include a statement from the qualified physician whether the employee is able to complete the PRT without restrictions. If restrictions are required, the restrictions and the length of the restrictions must be identified.

1. The MASO Supervisor will not allow an employee to participate in the PRT until they have received documentation from the DMA Risk Manager clearing the employee for duty. Furthermore, the employee will not be allowed to work until medically cleared by a physician and deemed fit for duty.
2. Leave needed for injury, illness, or disease that renders an employee incapable of safely performing job tasks may qualify for, and be designated as, protected leave under applicable state and federal leave laws.

Management reserves the right, at their discretion, to have an employee undergo an occupational assessment due to a suspected unreported injury, illness, or disease.

ATTACHMENTS:

8.110.1 DMA Physical Readiness Test Handbook

8.110.2 DMA Form 5.3-4-R Physical Readiness Test Results