

**Washington Military Department
Human Resource Division Procedure No. 001-23**

Title:	Washington Youth ChalleNGe Academy (WYCA) Youth Academy Residential Specialist 2, 3, 4 & 5 Physical Ability Testing
Former Number:	New
Information Contact:	Human Resource Division Director Building#33 (253) 512-7130
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Approved By:	<div style="text-align: right;"><i>Rachel Barckley</i> 04/18/2023</div> <hr/> <div>Rachel Barckley Human Resource Division Director Washington Military Department</div>

Purpose

The purpose of this procedure is to establish a standardized process regarding how Annual Physical Ability Tests (PAT) are conducted for Washington Youth ChalleNGe (WYCA) Youth Academy Residential Specialist (YARS) as well as outline the responsibilities of the staff conducting the annual PAT.

Applicability

This procedure applies to all Youth Academy Residential Specialist within the WYCA/WMD.

Definitions

1. **Physical Ability Test:** Provides a measure of the individual's preparedness to successfully accomplish the essential functions of the position as a YARS 2, 3, 4 or 5. Ability to teach, lead and role model the components of the WYCA physical fitness program to the Cadets in residence. As well as the ability to respond to an emergency situation.

The following outlines the Procedures for the PAT:

A. When is the Annual PAT Conducted?

Employees are required to complete the annual PAT in June/July of each year.

B. Who is required to take the Annual PAT?

All YARS who have been employed at least 60 days as of June 1 each year will be required to take and pass the annual PAT.

C. What are the Components of the PAT?

The below listed scenarios are required to pass the Youth Academy Physical Abilities Test.

Scenario 1:

Emergency Response Test (each event must be completed as described below to pass).

- *Sit and Stand*: Sit in chair and stand up unaided.
- *Bend and Reach*: Pick up small item off floor.
- *Stair Descent*: Continue from the above events to the stairs and descend 23 steps (2 flights) safely to the bottom of the stairs as if responding to an emergency. Safely ascend the 2 flights of stairs, returning to the test starting point, again as if responding to an emergency.
- *Drag*: Drag “Juvenile Rescue Randy” (145lbs) 35 feet.
- *Stair Climb*: From the end of the drag portion respond back to the stairs and safely descend and ascend the stairs, returning to the test starting point.
- *Crawl*: Crawl 20 ft. on floor.

Scenario 2:

Physical Fitness Test (All exercises are four count exercises. Completion of all four counts equals one repetition. Completion of the designated number of repetitions per exercise is required to pass). The following exercises will be executed.

A minimum of five of the seven exercises is required to pass Scenario 2.

1. Supine Bicycle – 8 repetitions
2. Power Jump – 5 repetitions
3. Windmill – 5 repetitions
4. Rower – 5 repetitions
5. Push-up – 5 repetitions
6. V-up – 3 repetitions
7. 15 Minute Continuous Run (must continuously run/jog at their own pace to pass). Participants will be led to the testing area and will demonstrate running (without stopping, walking, or speed walking) for 15 minutes. Participants can run and set their own pace.

* Participants may use the attached exercise descriptions for reference during the exercises.

D. Who is responsible for scheduling the annual PAT?

1. WYCA Commandant or their designee is responsible for scheduling the annual PAT and will:
 - a. Coordinate with the Human Resource Office (HRO), and testing assistants to schedule dates and times for the PAT.
 - b. Notify YARS in writing of testing dates and times at least seven (7) days prior to the scheduled testing date.
 - c. Offer testing times in mornings and afternoons in order to facilitate testing on the different shifts.

E. Can an employee request a change to their PAT testing date/time?

1. YARS who are unable or prefer not to take the PAT on the scheduled date/time may submit a written request to the Commandant or their designee to have the PAT rescheduled to a different day/time in which the Commandant or their designee is already scheduled to administer testing. Requests should normally be received at least five days prior to the scheduled testing date.
2. The Commandant or their designee will consider the request and will notify the employee of the approval/denial of the schedule change in writing at least two days prior to the initial testing date.

F. What happens when an employee is not physically able to take the PAT?

1. Temporary Medical Restriction:

- a. YARS who are unable to take the annual PAT due to a non-work related temporary medical condition/injury must submit the following to HRO prior to the PAT testing date:
 - (1.) Documentation from physician to support that the employee has a non-work related medical condition/injury which temporarily prohibits them from taking the PAT.
- b. Cadre who are temporarily, medically restricted from taking the PAT, may work and will be exempt from taking the PAT for the duration of the temporary medical restriction (not to exceed 90 days).

- c. Employees whose medical restrictions last more than 90 days will be placed on leave without pay, sick and/or vacation leave until such time as they are medically cleared to take and pass the PAT. Employees who qualify for Family Medical Leave (FMLA) / Paid Family Medical Leave will be granted FMLA/PFMLA in line with the laws which govern FMLA/PFMLA.
- d. Once the temporary medical restriction has been lifted and the individual has been medically cleared to take the PAT, they will have 90 days to take and pass the PAT.
- e. Failure of a PAT post medical leave will equate to a first-time failure of the annual PAT.

2. **Permanent Medical Restriction:**

- a. When employees become aware that they are unable to take and pass a PAT due to a permanent medical restriction they are to notify the Commandant and the Human Resource Office as soon as they become aware.
- b. The Commandant will schedule a meeting with the Human Resource Office and the employee to discuss possible courses of action to be considered which include reasonable accommodation and/or disability separation.

G. **Who is Responsible for Administering the PAT?**

1. The Commandant is responsible for ensuring that individuals taking the PAT are held to the specified requirements.
2. The Proctor/Human Resource Representative is responsible for ensuring that the appropriate Physical Ability Test (PAT) – Annual Recertification form is accurately completed and that the PAT is completed in accordance with the required standards.

H. **How are YARS Notified of their Results of the PAT?**

1. *Passing:* Commandant / Facilitator is responsible for verbally notifying the YARS that they passed the PAT.
2. *Failing:* Commandant / Facilitator is responsible for verbally notifying the YARS that they did not pass. The Human Resource Office is responsible for providing written notification to the employee, which includes the results of the PAT and the next steps in the process.

I. **What happens if an employee does not pass the annual PAT? / How many times can they retake the PAT?**

1. Employees who do not pass the annual PAT will be provided a maximum of three additional opportunities to retake the PAT within 90 days of taking the first annual PAT.
2. Employees will be allowed to remain on shift for 60 days after failing the first annual PAT. If an employee does not retake and pass the PAT within the 60-day period, they will be placed on leave and not be allowed to perform their YARS duties until such time that the PAT is passed (Employees can utilize vacation leave, compensatory time, personal holiday, personal leave day and/or leave without pay when this occurs).
3. When a YARS passes during a retest, they may return to their defined work schedule immediately.
4. Failure to re-take or pass the PAT within 90 days of the original PAT date will result in the Commandant, the WYCA HR Consultant and the Human Resource Manager/Director discussing with the employee possible personnel actions to be taken such as: reasonable accommodation, medical examination, disability separation, or termination of employment.

J. Where are the Completed Annual Physical Ability Test (PAT) – Annual Recertification forms filed?

1. Upon the completion of the PAT, the testing results form will be placed in the employee's official personnel file.
2. If medical information is listed on the form, a copy of the redacted form will be placed in the personnel file with the original form being placed in the EOHR file.

K. Review Process.

1. YARS who believe their PAT was not administered in accordance with this policy may request a review by the WYCA Director.