



State Personnel Board
Medical and Physical Examination Program (MAPEP) Rules
Georgia Department of Administrative Services

478-4-.03 Organization.

(1) ***Functions, Duties and Responsibilities of the State Personnel Board:***

The State Personnel Board shall prescribe the general policies by which the Medical and Physical Examination Program shall be administered. Specific functions of the Board are:

- (a) subject to the approval of the Governor, promulgate rules and regulations for the effective administration of the Medical and Physical Examination Program;
- (b) after providing interested parties an opportunity to review and comment, approve the standards of medical and physical fitness that are required by the duties of the specific positions in the state service;
- (c) establish a fee to be paid to consultants for services rendered in the development of standards of medical and physical fitness; however, persons in the employ of the state shall not receive compensation, other than the regular salary paid by the employing department or agency.

(2) ***Functions, Duties, and Responsibilities of the Commissioner:***

The Commissioner shall administer the medical and physical examination and certification program. The Commissioner:

- (a) Subject to the approval of the State Personnel Board, shall appoint a Medical and Physical Standards Committee consisting of up to five Georgia licensed doctors of medicine or other specialists to develop standards of medical and physical fitness;
- (b) shall develop all forms for administration of the Medical and Physical Examination Program, shall develop procedural processes for administration and shall publish the standards for medical and physical fitness;
- (c) may develop appropriate purchasing requests to select through a competitive process and enter into an agreement on behalf of the departments to conduct assessments for medical and physical fitness as required by the standards of medical and physical fitness;
- (d) provide technical assistance to employing departments for complying with the requirements of the Medical and Physical Examination Program.

(3) ***Functions, Duties, and Responsibilities of the Employing Departments:***

The department head or his or her designee shall administer the medical and physical examination and certification within the respective department in compliance with the



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standards of medical and physical fitness. In addition, the department head or his or her designee:

- (a) shall develop policies and processes necessary for compliance with these rules within 120 calendar days of the effective date of these provisions;
- (b) shall advise the Commissioner and Committee on duties required for specific positions in the respective department;
- (c) may employ a licensed physician or contract for services of a licensed physician to be designated as a State Physician to perform the assessment and make a determination as to compliance with the standards of physical fitness for prospective employees of the respective department;
- (d) may utilize the statewide contract of State Physician(s) to conduct the Limited or Full Physical Examination and to determine if the prospective employee meets the appropriate standards for physical fitness for the specific position;
- (e) may pay the charge for contract services of the State Physician to conduct the Limited or Full Physical Examination for the specific position;
- (f) shall pay any charges for contract services for the State Physician to review Limited or Full Physical Examination reports and decide if the prospective employee's physical condition meets the standards of physical fitness for the specific position;
- (g) shall inform the prospective employee of the administrative requirements to comply with the Medical and Physical Examination Program and furnish the prospective employee with the appropriate forms and standards of medical and physical fitness for the position for which the employment offer has been made.

Authority: O.C.G.A. Secs. 45-2-40, 45-2-41, 45-2-42, 45-2-43, 45-2-44, 45-2-45