

Post-Offer/Pre-Employment Physical Program for Parishes and Schools with Concentra for Maintenance and Custodian Positions

The Archdiocese of Milwaukee and Catholic Mutual established several years ago a post-offer/pre-employment physical program for maintenance and custodian positions in the parishes and schools. The Program consists of a physical exam, performance test with a physical therapist, and drug screen. The purpose of the program is to help parishes and schools hire individuals who are physically capable of safely performing the essential functions of the positions. Our medical partner in the program recently changed to Concentra (occupational health provider). Concentra has numerous metro Milwaukee locations that can provide exam services to serve the entire Archdiocese of Milwaukee.

The backbone of the program is using the ADA Compliant Job Descriptions for maintenance and custodian hires, which were developed by HR/ Physical Therapists/Legal professionals after job shadowing individuals working in those positions. **ALL PARISHES AND SCHOOLS SHOULD USE THESE JOB DESCRIPTIONS FOR EMPLOYEES WORKING IN MAINTENANCE AND CUSTODIAN AND CEMETERY LABOR.** The ADA compliant job descriptions are formatted to allow the employer to select the tasks that will be required at your parish/school from the list of Job Tasks on the position description. It is acceptable to add a job task to the document if there is an essential task that is not listed.

The cost of the post-offer/pre-employment physical is paid by Archdiocese of Milwaukee Participant's Indemnity Program (PIPIT) and the Catholic Mutual Group Milwaukee Service Office administers the program.

With the change to Concentra, the process to arrange the physical exam has also changed.

Instructions for setting up a post-offer/pre-employment physical with Concentra

1. Inform the applicant that the post-offer/pre-employment physical screening has three components:
 - a. A health history and physical exam
 - b. A physical test based on the Position Description's physical requirements, i.e. lifting, pulling, working overhead, climbing a ladder, etc.
 - c. 10-panel Urine/drug screen
2. The applicant should sign the attached Addendum to Employment Application or another similar document with your parish.
3. The parish/school should phone or email Catholic Mutual at 262-255-6906 or milwaukeeoffice@catholicmutual.org with (1) The parish/school contact information, (2) the name of the applicant and their phone and email address, (2) the position for which they are applying, and (3) a date or range of dates (not more than 5 days) when the applicant will go to Concentra for the pre-employment exam and drug screen. When we have that information from you, we log in to Concentra's system and pre-authorize the applicant.
4. Catholic Mutual will confirm the appointment authorization with the parish/school contact.
5. The applicant should be given the list of Concentra locations and instructed to call the Concentra location convenient for them to set the appointment (see attached list of locations).
6. When speaking to Concentra, the applicant should ask for an appointment for a **pre-employment physical identified with Archdiocese of Milwaukee Schools and Parishes**. Then identify the name of their specific parish/school.
7. Your applicant should bring a photo ID and the ADA compliant job description for their position with them to the appointment. **Concentra will need to know what job they are applying for to successfully complete the physical.**
8. Concentra will provide the results of the physical exam and drug test to Catholic Mutual and we will communicate the results to the parish/school contact. The pre-employment physical and drug screen are paid for by PIPIT.

Please contact Chong Vue at 262-255-6906 with any questions. Thank you,