

# Essential Physical Functions Tool

**Purpose:** Distribute this tool to the Supervisor of a position to define the Essential Physical Functions. The information from this tool will impact the Essential Physical Functions tab within a position description within People Admin 7.

**What are Essential and Non-Essential Functions?**

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Non-essential functions are important to the position; however, could be redesigned or reassigned to other employees, if necessary. A supervisor should carefully examine each position to determine which functions or tasks are essential to performance or non-essential.

**Uses of the Essential Functions**

A supervisor’s judgment as to which functions are essential and the written job description will be considered in matters involving the following:

- workplace accommodation process,
- workers’ compensation,
- Family Medical Leave Act,
- performance management,
- organizing work units, and in
- investigations by third parties as it relates to litigation and/or claims of discrimination.

Essential functions should be reviewed periodically to determine if they have changed or evolved over time. If you have questions on disability issues or the completion of the job description, please contact UHR at 294-4800.

**Physical Demand Factors**

**Sedentary:** Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.

**Light:** Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary work.

**Medium:** Exerting 20 to 50 lbs. of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 lbs. of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

**Heavy:** Exerting 50 to 100 lbs. of force occasionally, and/or 25 to 50 lbs. of force frequently, and/or 10 to 20 lbs of force constantly to move objects. Physical demand requirements are in excess of those for Medium work.

**Very Heavy:** Exerting in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.

**Circle the correct description:**

<b>Lift:</b>	Sedentary	Light	Medium	Heavy	Very Heavy
<b>Push (Quantity):</b>	Sedentary	Light	Medium	Heavy	Very Heavy
<b>Pull (Quantity):</b>	Sedentary	Light	Medium	Heavy	Very Heavy

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### Physical Demands Functions

**Occasionally:** Activity or condition exists up to 1/3 of the time.

**Frequently:** Activity or condition exists from 1/3 to 2/3 of the time.

**Constantly:** Activity or condition exists 2/3 or more of the time

#### Circle the correct description:

<b>Kneel:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Crouch:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Crawl:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Climb:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Sit:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Stand:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Walk:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Carry:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Push (Frequency):</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Pull (Frequency):</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Bend:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Balance:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Reach:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Handle/Grasp:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Finger:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Repetitive Motion:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Speak:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>Hear:</b>	Not Applicable	Occasionally	Frequently	Constantly
<b>See:</b>	Not Applicable	Occasionally	Frequently	Constantly