

**PHYSICAL FITNESS INCENTIVE PAY
 ANNUAL PHYSICIAN CERTIFICATION**

This form is to be submitted directly to the Personnel Office by the employee.

This certification expires with the ending of the state of California fiscal year, and must be renewed on an annual basis.

TO BE COMPLETED BY EMPLOYEE

EMPLOYEE NAME (Please Print)	EMPLOYEE SOCIAL SECURITY NUMBER
INSTITUTION/PAROLE REGION/OFFICE	AGENCY/REPORTING UNIT NUMBER
EMPLOYEE SIGNATURE	DATE

TO BE COMPLETED BY AUTHORIZED HEALTH CARE PROVIDER

HEALTH CARE PROVIDER CERTIFICATION	
This is to certify that on _____, I examined the employee named above to determine his/her medical and physical condition. The examination was conducted using the usual standards recommended by the medical organization/provider identified below for examinations, and incorporated the medical tests necessary to assess the physical and/or medical condition of this person given his/her age, gender, medical history and results of the aforementioned examination.	
HEALTH CARE PROVIDER SIGNATURE	DATE
HEALTH CARE PROVIDER NAME (Please Print)	ADDRESS AND TELEPHONE NUMBER
NAME OF MEDICAL ORGANIZATION/PRACTICE	

TO BE COMPLETED BY PERSONNEL

DATE RECEIVED IN PERSONNEL	EFFECTIVE DATE	DATE PAR KEYED
RATE OF PAY FOR WHICH EMPLOYEE IS ELIGIBLE <input type="checkbox"/> \$65 per month Bargaining Unit (BU) 6, S06, M06, E97, E98, and E99 employees aligned with BU 6, with less than 60 qualifying pay periods* in the unit shall receive a flat rate of \$65 per pay period.		* A qualifying pay period is defined as 11 days of work or more for full time employees and 88 hours of work or more for permanent intermittent employees in a pay period.
<input type="checkbox"/> \$130 per month BU 6, S06, M06, E97, E98, and E99 employees aligned with BU 6, with 60 or more qualifying pay periods* in the unit shall receive a flat rate of \$130 per pay period.		
PERSONNEL SPECIALIST SIGNATURE		DATE

COMPLETION OF THE ANNUAL PHYSICIAN CERTIFICATION FORM

The intent of the Physical Fitness Incentive Pay Program is to encourage an annual physical examination for Bargaining Unit (BU) 6 and excluded S06, M06, E97, E98, and E99 employees aligned with BU6, and shall not be construed as a fitness-for-duty examination.

THE ANNUAL PHYSICIAN CERTIFICATION FORM:

- Must be fully completed and include the **examination date**, and **original signature** of the person who performed the physical examination or an employee of the physician, Health Maintenance Organization and/or medical office who is certifying that the employee was examined. The provider's name and/or office information can be written or stamped on the form.
- Must be submitted to the employee's Personnel Office as an original, plus both carbonless copies, **or** as a reproduced copy of the form as long as it contains the original signature and is accompanied by one copy.
- Is the **only form** that will be accepted by the Personnel Office.

A PHYSICAL EXAMINATION MAY BE PERFORMED BY A:

- Licensed physician (a chiropractor is not a licensed physician).
- Foreign licensed physician (as stipulated in Public Employees' Retirement System approved health plan coverage booklets regarding services performed outside the United States).
- Physician extender, such as a Nurse Practitioner or Physician Assistant.
- California Department of Corrections (CDC) physician who has a practice outside the institution. They may perform the physical examination and sign the Annual Physician Certification form at their licensed practice *away* from the institution; **however**, a physician employed only by CDC *may not* perform the physical examination and/or sign the Annual Physician Certification form. Such an activity represents a conflict of interest even if conducted outside State time and without the expenditure of State resources. (Reference: Public Contract Code Section 10410; Penal Code Section 2540; California Code of Regulations, Title 15, Section 3413.)

ELIGIBILITY:

- New Correctional Officer cadets who graduate from the academy during the current fiscal year (FY) (July 1 through June 30), are eligible to automatically receive Physical Fitness Incentive Pay beginning the first pay period following graduation. The Annual Physician Certification does not need to be submitted to Personnel. The physical received by these employees prior to reporting for duty is sufficient for this purpose. Graduating cadets will receive Physical Fitness Incentive Pay for the applicable current FY and also for the next full FY following graduation. Example: Cadets with a graduation date of June 27, 2003 (2002/2003 FY), and who want to continue to receive Physical Fitness Incentive Pay without interruption, must participate in the certification process for the 2004/2005 FY (beginning July 1, 2004); Cadets with a graduation date of October 24, 2003 (2003/2004 FY), must participate in the certification process for the 2005/2006 FY (beginning July 1, 2005); etc.
- This does not apply to new Medical Technical Assistant, Correctional Counselor, Parole Agent and Fire Captain classifications. Because these employees do not go directly to the academy upon appointment, they must submit the Annual Physician Certification form to Personnel prior to receiving Physical Fitness Incentive Pay. Employees currently receiving Physical Fitness Incentive Pay while attending the academy, on a training and development assignment, or serving on an out-of-class assignment would continue to receive the pay provided annual certification requirements have been met.
- Employees currently receiving Physical Fitness Incentive Pay that are on military leave or workers' compensation, shall continue to receive Physical Fitness Incentive Pay. Upon their return to work, the employee has up to **120 days** to submit the Annual Physician Certification form to continue receiving Physical Fitness Incentive Pay. If the form is not submitted, the pay will be terminated after the 120th day.

SUBMITTING THE ANNUAL PHYSICIAN CERTIFICATION FORM TO PERSONNEL:

- The effective date to **begin** receiving Physical Fitness Incentive Pay is determined by the date the Annual Physician Certification form is received in the Personnel Office. If the form is received prior to the 10th of the month, the pay will begin during the current pay period. If the form is received on the 11th of the month or after, the pay will begin the following pay period. This certification will be in effect for the applicable FY that the form was submitted, and also for the next FY. The employee will then be required to re-certify for the following FY. Example: If the physical examination occurs on October 23, 2003 (2003/2004 FY), the employee must re-certify for the 2005/2006 FY (beginning July 1, 2005); If the physical examination occurs on July 27, 2004 (2004/2005 FY), the employee must re-certify for the 2006/2007 FY (beginning July 1, 2006); etc.
- In order to **continue** to receive Physical Fitness Incentive Pay **without interruption**, the employee must have a physical examination between July 1st and June 30th and submit the Annual Physician Certification form to the Personnel Office by July 10th.
- Failure to submit your Annual Physician Certification form may result in an interruption or termination of your Physical Fitness Incentive Pay.