

## General Personnel

### Administrative Procedure - Communicable and Chronic Infectious Disease

The following procedures will be implemented when a District employee has a communicable and/or chronic infectious disease. A copy of the procedures will be given to the employee.

The District shall not discriminate against an employee disabled by a communicable or chronic infectious disease. An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others provided an employee is able to continue to perform the position's essential functions.

- I. Evaluation of the employee's condition
  - A. The employee who has or is suspected of having a communicable and chronic infectious disease will inform the Superintendent immediately.
  - B. The Superintendent will inform the Communicable and Chronic Infectious Disease Review Team within 3 days.
  - C. The Communicable and Chronic Infectious Disease Review Team will meet within 3 days to:
    1. meet with the employee or a member of the employee's family to review the status of the employee's health;
    2. evaluate the employee and submit a written report with recommendations to the Superintendent.
  - D. The Board of Education will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.
  - E. The employee or a member of the employee's family will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.
  - F. The employee may be required to submit to a physical examination, given by a physician chosen and paid for by the District.
- II. Monitoring employee's condition
  - A. The employee's health condition will be reviewed on a schedule determined by the Communicable and Chronic Infectious Disease Review Team. The team's employee status report will be given to the Superintendent.
  - B. Each status report will indicate an employment recommendation for the employee, such as:
    1. continued employment at the same position, with possible accommodations,
    2. continued employment but transfer to another position, with possible accommodations,
    3. temporary exclusion from the work place, or
    4. dismissal
- III. Employee dismissal
  - A. An employee on contractual continued service shall be dismissed in accordance with 105 ILCS 5/24-12 [The School Code, ¶ 24-12].
  - B. An employee not on contractual continued service shall be dismissed in accordance with the law or policy applicable to his or her position.
- IV. Confidentiality

The employee's medical condition and records shall be held in strictest confidence and shared only with members of the Communicable and Chronic Infectious Disease Review Team, the employee's direct supervisor, and someone who would need to know in the event of an emergency. Medical records will not become part of the employee's personnel file.

(November 1994)

Revised: March 20, 2017

