

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** LIFE THREATENING ILLNESS/ INFECTIOUS DISEASE

**Policy Statement:** Garden City Community College recognizes its obligation to protect the privacy rights of employees and students with life threatening illnesses and infectious diseases, and to comply with all applicable laws. Furthermore, GCCC is committed to having all employees and students treated with dignity and respect in a safe and healthy work environment. Discrimination against an individual afflicted with a life threatening illness or other disability will not be tolerated.

**Procedures:** When necessary, specific health information may be requested to ensure that an employee's condition does not present a health or safety threat. Information regarding an employee's illness will only be shared when there is a business reason to share such information. Precautions must be taken to protect information regarding their health condition.

1. The Director of Human Resources will:

- A. Make arrangements to obtain a statement from the employee's attending physician, or on appointed by the college, stating whether the continued presence at work would pose a threat to the employee, co-workers, or students.
- B. Determine if the employee needs further guidance in managing a health condition or situation.
- C. Resolve any concern about the possible contagious nature of an employee's illness.
- D. Gather any specific information as it relates to benefits for the affected employee.

2. The Director of Human Resources will talk to the employee whose health is in question to discuss:

- A. The College's concern for their continued employment balanced with their concern for public and employee reaction to the situation.
- B. The ability of the employee to work as long as they meet acceptable performance standards and medical evidence indicates that their concern is not a threat to themselves or others.
- C. The right of the college to require an examination by a medical doctor, appointed by the college, to confirm that the employee's condition does not present a health and/or safety threat to co-workers or students.
- D. The college's requirement of a statement from the employee's doctor stating that they "are able to return to normal duties with or without reasonable accommodation." The statement must also indicate that the employee's presence at work will pose no threat to themselves or others.

3. The Director of Human Resources will store all relevant information regarding the employee's condition in a sealed confidential envelope.

4. The Director of Human Resources will:

- A. Make reasonable accommodations, where required, consistent with business needs.
- B. Be sensitive and responsible to co-worker's concerns and emphasize education through the HR Department.
- C. Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometime be therapeutically important in the remission or recovery process or possibly aid to prolong his/her life.

5. Separation prior to total disability may be appropriate only in extreme circumstances where medical evidence supports a finding that the employee's health constitutes a direct threat to the employee, co-workers or students. Such actions will be carefully evaluated by college administration in view of circumstances surrounding each individual case.

**Contacts:** Director of Human Resources

**Approved Date:** 1/1/2016

**Policy History:** [Click here to enter text.](#)

**Keywords:** ILLNESS, DISEASE

**Related Form:** [Click here to enter text.](#)