

## **General Personnel**

### Administrative Procedure - Communicable and Chronic Infectious Disease

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

The Cooperative 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.

### Evaluation of the Employee's Condition

1. The employee who has or is suspected of having a communicable and chronic infectious disease is encouraged to inform their supervisor immediately.
2. The supervisor will inform the Executive Director within three days.
3. Within three days, the Executive Director or designee will:
  - a. Meet with the employee or a member of the employee's family to review the status of the employee's health;
  - b. Evaluate the employee and write a report with recommendations.
4. The Board will receive a report of the evaluation from the Executive Director.
5. The employee or a member of the employee's family will receive a report of the evaluation from the Executive Director or designee.
6. The employee may be required to submit to a physical examination, given by a physician chosen and paid for by the Cooperative.

### Monitoring the Employee's Condition

The employee's health condition will be reviewed on a schedule determined by the Executive Director.

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.

Employee Dismissal

The dismissal of an employee on contractual continued service shall be in accordance with 105 ILCS 5/24-12.

The dismissal of an employee not on contractual continued service shall be in accordance with the law or policy applicable to his or her position.

Confidentiality

The employee's medical condition and records shall be held in strictest confidence and shared only with the Executive Director, 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.

Implemented: 5/9/2011

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