

PERSONNEL – ADMINISTRATIVE PROCEDURES

GENERAL PERSONNEL – Employees with Chronic Communicable Diseases

The Regional Office of Education places a high priority on the need to prevent the spread of chronic communicable diseases. In general, it is the ROE's posture that an employee with a chronic communicable disease is expected to continue to work in an unrestricted setting. In order to fulfill the requirements of Policy 502.00, the following procedures shall be implemented.

1. Temporary Exclusion

Pending determination of the employee's continued employment status, an employee with a chronic communicable disease may be temporarily excluded from work or transferred to another position by the Regional Superintendent or his/her designee. During any position of temporary exclusion, the employee shall be entitled to utilize sick leave and other related benefits. In the event an employee is temporarily excluded, an initial evaluation shall be completed in a timely manner to determine if the employee may return to work. In the event it is determined pursuant to the procedures of the initial evaluation that the employee may return to work, the employee shall be paid at the employee's regular rate for such time excluded, and no deduction from sick leave shall be made.

2. Initial Evaluation

The Regional Superintendent and the employee's physician, public health personnel, and the employee shall evaluate the employment status of an employee with a chronic communicable disease. The Regional Superintendent shall make the decision if the employee may return to work after reviewing the significant evidence.

3. Subsequent Evaluations

The evaluation team (if one is used to determine whether the employee's placement continues to be appropriate) shall periodically reevaluate the employment status of an employee. The Regional Superintendent shall determine the frequency of the reevaluations. The Regional Superintendent shall make the decision if the employee may return to work after reviewing the reports, recommendations and significant evidence.

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4. Confidentiality

The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others.

5. Appeal

Any determination by that the employee with a chronic communicable disease may not return to work or requiring the employee by transferred to another position may be appealed to the Regional Superintendent in writing within ten (10) days of the employee's notification of such determination.