



Administrative Policy


Title: Life Threatening Illness				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.401	06-21-91 (N/A)	01-03-17		

This Policy had been numbered Policy 200.16. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.16
 Issued: 06-21-91
 Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 2</i>		
LIFE THREATENING ILLNESS				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
200	.16	June 21, 1991		

POLICY:

Employees with infectious, long-term, life threatening or other serious illnesses may work as long as they are physically and mentally able to perform the duties of the job in accordance with the City's standards, and without undue risk to their own health or that of other employees or the public.

PROCEDURE:

A doctor's certification may be required at intervals established by the City in order to determine whether the employee is able to continue working; whether there are job limitations caused by the illness; and whether there is a risk to the health of the employee, other employees, or to the public. The City may require the employee to be examined from time to time by a physician selected by the City. Serious illnesses include, but are not limited to, cancer, heart disease, multiple sclerosis, AIDS, HIV-related illnesses and hepatitis.

If the nature of the illness is such that the medical community has determined it is not communicable under normal working conditions, it is the City's policy that no further accommodation is needed for other employees unless a particular employee presents evidence satisfactory to the City and its advisors that he or she has a medical justification for refusing to work with an employee who has a serious illness.

Educational information is supplied when requested and feasible to enhance employee awareness and understanding of serious illnesses. Professional help is available to those employees and family members who are affected by life threatening illnesses through the City's Employee Assistance Program (EAP) through individual or group counseling to assist with specific knowledge about the illness, grief or other issues which may arise.

Employees with serious illnesses are treated the same as any other employee with regard to performance expectations and attendance. If the illness affects an employee's ability to perform assigned duties, reasonable accommodations are considered. Human Resources will provide guidance regarding available options with the employee and supervisor. Human Resources representatives also advise employees about medical leave, disability insurance and EAP when appropriate.

RESPONSIBILITIES:

Employees who are diagnosed as having a serious illness are encouraged to inform their supervisor and/or Human Resources Department as soon as possible. When requested, the employee and his/her physician must provide all pertinent medical records and information needed to make decisions regarding job assignments, ability to continue working or ability to return to work. Employees who have concerns about working with an employee who is seriously ill need to advise their supervisor so educational or other resources can be made available to the employee or department.

When an employee advises the supervisor about an illness, it is important to work with the employee on decisions regarding their job. Whenever reasonably possible and where allowed by law, the employee's wishes regarding public knowledge of the illness need to be respected. The City will take reasonable precautions to protect the confidentiality of the employee's health condition. Only issues with a direct job relevancy should be discussed on a "need to know basis". The supervisor should advise Human Resources whenever a situation arises where employees are concerned about working with, or refusing to work with an employee who is seriously ill.

Human Resources will provide counseling and job/benefit information for the employee and will work with the department to resolve any issues which may arise.