

## **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 the employee.

#### **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 the Superintendent immediately.
2. The Director will inform the Communicable and Chronic Infectious Disease Review Team within 3 days.
3. The Communicable and Chronic Infectious Disease Review Team will meet within 3 days to:
  - a. Meet with the employee or a member of the employee's family to review the status of the employee's health, and
  - b. Evaluate the employee and submit a written report with recommendations to the Director.
4. The School Board will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.
5. 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 Director.
6. The employee may be required to submit to a physical examination, given by a physician chosen and paid for by the District.

#### **Monitoring Employee's Condition**

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 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 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.