

Timberlane Regional School District	Procedure Code: GBGAA-R
Adopted: 02-16-95 Revised: 02-24-05	Page 1 of 1

HIV EMPLOYMENT POLICY PROCEDURES FOR SUPERINTENDENTS

1. An employee may disclose his/her positive HIV status to the Superintendent so as to become less isolated in coping with his/her diagnosis, to gain the support of his/her employer, and/or to request reasonable accommodation.
2. Once the Superintendent is notified of an employee who is HIV positive, the Superintendent should meet with the employee to determine if any modifications are needed for the employee to perform the essential functions of his/her job, and to plan for the support of the infected employee.
3. The Superintendent, upon being notified that an employee is infected with HIV, and after consultation with the infected employee together with his/her health care provider, shall determine whether there is any risk of transmission of HIV or a serious secondary infection such as untreated tuberculosis.
4. Systems used to be designed to ensure that all meetings, correspondence, documentation, and discussions are kept highly confidential to protect the privacy of the employee.
5. If the Superintendent determines that additional information is necessary, other persons such as a public health official may be consulted. In such cases, the identity of the infected employee shall not divulge without the written consent of the infected employee. If, however, the Superintendent determines it is necessary, he/she may request additional medical information, including but not limited to a physical examination, as provided by the collective bargaining agreement or personnel rules in the district.
6. The Superintendent may recommend to the employee that additional personnel be informed of his/her medical condition. Written consent from the employee must be obtained prior to disclosing to any additional personnel.
7. The Superintendent shall periodically review with the infected employee his/her health status and support needs for the infected employee to continue to perform essential duties.
8. Appeal Procedure
 - a. If the infected employee does not agree with a decision of the Superintendent made under this policy, he/she may appeal the decision in accordance with the School District's grievance procedures in the applicable collective bargaining agreement. For non-represented employees, the appeal shall be to the School Board.
 - b. The infected employee shall comply with the decision of the Superintendent pending the final disposition of his/her appeal.