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| University Enterprises, Inc. Policies and Procedures | | Policy No. 920 |
| Section: | Human Resources | |
| Policy: | HIV/AIDS in the Workplace | |
| Revised Date: | December 11, 1998 | |

HIV/AIDS in the Workplace

I. PURPOSE

To establish work related procedures for accommodating employees who have tested positive for the Human Immunodeficiency Virus (HIV+) have HIV+ disease or Acquired Immunodeficiency Syndrome (AIDS).

II. SCOPE

University Enterprises, Inc. (UEI) will analyze individual circumstances of work-related issues regarding employees who are HIV+, have HIV disease or AIDS, and will respond to these issues on a case-by-case basis.

III. PROCEDURES

The following guidelines are based on current epidemiological data indicating that employees who are HIV+, have HIV disease or AIDS, do not pose a health risk to others in a workplace environment.

- A. Employees who are HIV+, have HIV disease, or have AIDS should be afforded normal attendance requirements, working conditions, and participation in activities in an unrestricted manner as long as they are physically and psychologically able to do so.
- B. University Enterprises, Inc. will provide reasonable accommodation to employees who are HIV+, have HIV disease, or have AIDS, in a manner consistent with those provided for employees with other disabilities.
- C. Employees who are HIV+, have HIV disease, or have AIDS will be given assistance consistent with other disabled employees in obtaining appropriate medical care, education, and accommodations. Regular medical follow-ups should be encouraged for those who are HIV+, have HIV disease, or have AIDS.
- D. Except for legally required reporting, confidentiality of medical conditions should be maintained.
- E. In accordance with existing UEI procedures and requirements, an employee's medical record is confidential information and is maintained in a file separate from the regular personnel file.
- F. Programs will not be implemented to require screening of employees to determine if they are HIV+, have HIV disease, or have AIDS.
- G. Consideration of the existence of HIV+, HIV disease, or AIDS will not be part of the hiring decision or employment decisions for prospective and current employees.
- H. Employees should inquire about procedures designed to ensure the safety of individuals participating in laboratory experiments involving blood, blood products, and other body fluids, where appropriate.

- I. Employees working in health care settings should seek assurances by the facility that it is in compliance with the California Department of Health Service's guidelines for the handling of blood, blood products, and other body fluids.
- J. If an employee has concerns about the presence of a person who is HIV+, has HIV disease, or has AIDS, the employee should be referred to the Director, Human Resources or designee to help alleviate these concerns. Appropriate educational programs or counseling services may be provided on site or through referrals to appropriate agencies.

IV. RESPONSIBILITIES

- A. The Director, Human Resources shall oversee the administration of this policy.
- B. Employees should contact Human Resources for referral information on appropriate counselors, administrators or educational resources.

V. RELATED POLICIES

- Policy No. 025 Recruitment and Selection
- Policy No. 030 Equal Employment Opportunity and Affirmative Action