

STAFF HEALTH

The Albemarle County School Board (“School Board”) has a vital interest in the health of its employees and will develop various programs and/or procedures to foster a safe and healthful working environment for its employees, students, and members of the public who may come in contact with its employees.

Two such programs are: (1) the Employee Tuberculosis Control and Prevention Program; and (2) the Employee Assistance Program (EAP), a free confidential benefit that offers employees and their eligible family members short-term counseling as well as information and resources on emotional, financial, legal, family, and work/life issues. Employees and their families can use the EAP to take constructive action in dealing with problems.

To the extent permitted by law, the Superintendent shall have the authority to require other medical tests and additional appropriate action, and implement health initiatives informed by guidance from the Centers for Disease Control and Prevention, Virginia Department of Health, Blue Ridge Health District, and any other applicable health authorities to safeguard the health, safety, and welfare of students, employees, and the public. The Superintendent shall inform the School Board promptly of any such action taken in accordance with this School Board policy.

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-300, 54.1-2952.2, 54.1-2957.02

Cross Ref.: EBAB, *Possible Exposure to Viral Infections*
 GBCA, *Employee Discipline*
 GBEA, *Alcohol/Drug Free Workplace*
 GBEAB, *Blood Borne Infectious Conditions*
 GBEAC, *Fitness for Duty*
 GCC, *Leave Program*
 GDQ, *School Bus Driver*
 JHCC, *Communicable Diseases*
 JHCCA, *Blood-Borne Contagious or Infectious Diseases*

STAFF HEALTH

I. Communicable Tuberculosis

- A. As a condition of employment, every new employee of the School Board, including substitutes, student teachers, and other temporary employees, shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis. The contents of the certificate will be based on current recommended guidelines issued by the Virginia Department of Health and recorded results of x-rays, tests, and/or other examinations.

The x-rays, tests, and/or other examinations must have been performed within the 12-month period immediately preceding submission of the certificate. No employee may work in the presence of staff, students, or the public without having complied with this requirement.

- B. After consulting with the designated medical professional, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition of continued employment.

II. Employee Assistance Program

- A. The purpose of the Employee Assistance Program (“EAP”) is to offer a resource designed to help individuals address difficulties that can impact their work or home lives. Albemarle County Public Schools’ (“ACPS”) employees and their family member in the same household may use EAP to take constructive action in dealing with personal problems. Additional policy information concerning the maintenance of an alcohol/drug-free workplace is contained in Policy GBEA.

B. General Guidelines

1. Program participation is voluntary and confidential. The employee may enter the program through self-referral or supervisory referral. In either case, all matters will be conducted on a strictly confidential basis. Exceptions to this would be if an employee is a danger to self or others, cases of suspected adult or child abuse, court orders, certain information in supervisory referrals, and as required by law.
2. Employees who have a problem that may be impacting their work or home lives are encouraged to seek counseling and information on a voluntary basis by contacting the designated EAP provider.
3. No documentation regarding the employee’s participation in the EAP will become part of the employee’s personnel file, and at no time

shall the ACPS discriminate against any employee in terms of job security or promotional considerations as a result of that employee participating or not participating in the EAP.

4. At the employee's request, sick leave may be granted for EAP treatment or rehabilitation on the same basis as is granted for other health problems in accordance with policy.
5. Any costs incurred as a result of a program referral not covered by any insurance benefits, the employee has shall be the responsibility of the employee.

C. Formal Supervisory Referrals

1. If there is an indication that personal problems may be the cause of unsatisfactory job performance, the employee may receive a formal supervisor referral to help resolve such problems in an effective and confidential manner. In these cases, the supervisor will discuss the situation privately with the employee. When an employee's job performance is unsatisfactory, a supervisor may place documentation that a formal referral is being made along with the work expectation that is not being met in personnel file.
2. Supervisors will not attempt to diagnose personal problems or try to find causes. The employee will be referred through the EAP to a qualified counsel. The Human Resources Department should be contacted to assist with the referral and follow-up.
3. Satisfactory work performance is expected of all employees. The EAP is a resource to help employees meet these expectations. While participating through a referral is optional, it is strongly recommended that employees utilize these services and follow the recommendations of the counselor. Failure to meet work expectations, regardless of participation in the EAP, may result in disciplinary action up to and including termination.
4. The EAP counselor will notify the Human Resources Department/the employee's supervisor that the employee did/did not need and/or accept referral to appropriate care-giving agencies and programs. They may also share whether the employee completed the recommended treatment/action.

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