

STAFF HEALTH

Albemarle County Public Schools 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 our employees.

Two such programs are (1) ensuring employees are free of communicable tuberculosis and (2) an Employee Assistance Program (EAP) that would offer a method for identification and referral so that division employees and their families can take constructive action in dealing with personal problems. To the extent permitted by law, other medical tests or additional appropriate action may be required to safeguard the health, safety and welfare of students, staff and the public.

Adopted: July 1, 1993
Amended: December 8, 1997; August 8, 2002; August 10, 2006
Revised: May 27, 2004

Legal Ref.: Code of Virginia, 1950, as amended, [§§ 22.1-178, 22.1-300, 22.1-301, 54.1-2952.2, 54.1-2957.02](#)
~~Sections 22.1-300, 22.1-301; 22.1-178~~

Cross Ref.: GBEA, Alcohol/Drug Free Workplace
GBEAB, Blood Borne Infectious Conditions
JHCC, Communicable Diseases

STAFF HEALTH

I. Communicable Tuberculosis

- A. As a condition of employment every new employee of the School Board and student teacher shall submit, on the prescribed form, a signed certificate by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis. The certificate will be based on recorded results of those x-rays, skin tests, and other examinations, singly or in combination, considered necessary by the authorized authority~~physician~~.
- B. The x-rays, tests, and/or other examinations must have been performed within the 12 month period immediately preceding submission of the certificate. Any employee who begins duty without having complied with this requirement will have violated the terms of employment and is not entitled to compensation. Any new employee or student teacher or substitute teacher who begins his/her duties without having complied with this requirement shall be removed from that assignment until the requirement is fulfilled. (A new employee is designated as someone hired for the first time or rehired after a one year absence.)

After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment.

II. Employee Assistance Program

- A. Most health problems can be successfully treated, provided they are identified in the early stages and referred to an appropriate type of care. The cause of these problems may stem from substance abuse or emotional or family concerns. The purpose of the Employee Assistance Program (EAP) is to offer a method for identification and referral so that division employees and their families can 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 and humane basis. Exceptions to this would be cases of suspected child abuse, which must be reported to appropriate authorities in accordance with Virginia State Statutes and established division procedures, and other unprofessional or inappropriate conduct involving students.

2. Employees who have a problem are encouraged to seek counseling and information on a voluntary basis by contacting the designated EAP counselor.
3. No documentation regarding the employee's participation in the EAP program will become part of the employee's personnel file, and at no time shall the division discriminate against any employee in terms of job security or promotional considerations as a result of that employee participating or not participating in this program.
4. At the employee's request, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems.
5. If there are costs incurred as a result of a program referral that exceed those covered by the employee's insurance benefits, ~~these additional costs~~ will be the responsibility of the employee.

C. Supervisory Referrals

1. Employees are assured that if there is an indication that personal problems may be the cause of unsatisfactory job performance, the employee will receive an offer of assistance to help resolve such problems in an effective and confidential manner. In these cases, the supervisor will discuss the problem privately with the employee.
2. Supervisors will not diagnose personal problems or try to find causes. The employees will be referred through the EAP counselor to a qualified source. Human Resources should be contacted to assist with the referral and follow-up.
3. The employee is expected to comply with the referral and to follow the recommendations of the diagnostician or counselor.
4. The EAP counselor will notify the supervisor, in cases of supervisory referral, that the referent did/did not need and/or accept referral to appropriate care-giving agencies and programs. Simultaneously, the referent will also be notified that his supervisor knows of the employee's reporting or non-reporting to a care-giving agency.
5. Job performance standards will not be changed. The only change is the offer of a new service designed to help get employees back to an acceptable standard, and thus save valued people and jobs.

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