

Aids Policies

Life Threatening and Disabling Illness Program

The credit union recognizes that employees with life-threatening illnesses and disabling medical conditions including, but not limited to, cancer, heart disease, tuberculosis (TB), epilepsy, acquired immune deficiency syndrome (AIDS) and AIDS - related complex (ARC) may wish to continue as many of their normal activities as their condition allows, including work. As long as employees are able to perform specific job functions and medical evidence indicates that their conditions are not a health and/or safety threat to themselves or others, the credit union will be sensitive to their conditions and ensure that they are treated consistently with other employees.

Federal Law prohibits discrimination based on handicap. In addition, almost all of the states maintain laws and regulations regarding the treatment of employees with handicaps, e.g., cancer, heart disease, TB, epilepsy.

Although the credit union's personnel policies are adequate to deal with employees who are ill and disabled, the AIDS/ARC epidemic places new responsibilities on the credit union to reduce anxiety about public health aspects of the disease, to be sensitive to both employees with AIDS/ARC and the concerns of their coworkers, and to apply all credit union policies in a nondiscriminatory manner, as well as to comply with all applicable laws.

An employee's medical condition is personal and confidential. Information regarding an employee's medical condition will be maintained as confidential.

The credit union will treat an employee temporarily unable to perform the certain functions of the job due to illness, in the same manner as other temporarily disabled employees. A statement from the employee's physician will be required describing any limitations or restrictions to the employee's activity.

Employment decisions will be based on an employee's ability to perform the responsibilities of the job. Any employment decisions based on the employee's medical condition will be supported by the evaluation of the physician. If the opinion of the employee's personal physician differs from that of the credit union's physician, then the credit union will obtain a third opinion. If the medical evidence suggests that an employee suffering from a disease will pose a risk in a particular job, the credit union will evaluate alternatives that are consistent with the treatment of all employees with disabilities.

CU Position on AIDS

The credit union is committed to maintaining a healthy work environment by protecting the

physical and emotional health and well-being of all employees in the work place. The credit union has a continuing commitment to provide employment for physically handicapped people who are able to work. The credit union's Acquired Immune Deficiency Syndrome (AIDS) policy is a direct outgrowth of those commitments. It provides guidelines to manage employees or situations when a question of AIDS or ARC (Aids Related Condition) arises. There are two major points:

The credit union employees who are diagnosed with AIDS, ARC or HIV (Human Immunodeficiency Virus) related medical conditions may continue work if they are deemed medically able to do so, and can meet acceptable performance standards. The company will provide reasonable job accommodations if necessary to enable these employees to continue working.

The credit union updates the AIDS policy in consultation with recognized medical experts from the Department of Public Health, the U.S. Department of Health and Human Services for Disease Control.

Step-By-Step Procedures for Managers and Supervisors

Included in this procedure:

1. Purpose
2. Reporting and confidentiality
3. Medical evaluation
4. Job accommodation
5. Safety and training
6. Support

Form references:

None

1. Purpose

AIDS is a phenomenon of growing concern. When an employee is diagnosed as having AIDS, there will be concerns on how to deal with the infected employee regarding time away from work, privacy, and benefits. Concerns of the fellow employees will also need to be considered. The manager/supervisor responsibilities below should be referenced when dealing with situations involving employees and AIDS.

2. Reporting and Confidentiality

Person	Action
Employee	A. Notifies salaried supervisor and/or manager of diagnosis as a life-threatening illness (AIDS) at his/her discretion.
Salaried Supervisor	B. Explains company's position for taking reasonable precautions to protect information regarding the employee's health condition, if the employee so requests. C. Contacts the Personnel and Safety Department for consultation regarding reporting and confidentiality, medical evaluation, job accommodation, safety and training, and/or support.

3. Medical Evaluation

Person	Action
Salaried Supervisor	A. Determines to what extent the employee is able to continue with usual work assignments. B. Monitors the employee's work capability as the illness progresses. C. If necessary, secures a statement from the employee's physician that continued presence at work will pose no threat to the employees or coworkers. D. If an employee is unable to work, s/he will be eligible for the same benefits as any other employee: -- sick leave and/or -- disability leave.

4. Job Accommodation

Person**Action**

Salaried Supervisor

A. If an employee with an AIDS condition requests job accommodation to his/her illness, have the employee obtain a written opinion from their physician that s/he is:

--able to work, and

--needs reasonable job accommodation to maintain employment.

B. If necessary, contact Personnel and Safety Department for consultation regarding reasonable job accommodation.

5. Safety and Training

Person**Action**

Salaried Supervisor

A. Communicate to all employees the precautions for handling blood and other body fluids:

-- Use disposable gloves when applying first aid on a wound and when handling clothing soiled with blood and body fluids.

-- Wear protective CPR masks during first aid procedures likely to generate droplets of blood or other body fluids.

-- Wash hands and other skin surfaces immediately and thoroughly after first aid has been administered. Hands should be washed after gloves are removed.

-- Promptly clean spills with bleach solution and allow to dry (1 part household bleach to 10 parts water).

B. Assure that all first aid kits contain latex gloves and CPR masks. Replace with new items after each use.

C. Conduct first aid safety meetings on the proper use of all items in the first aid kit and on the proper decontamination of blood or body fluid spills.

6. Support

Person	Action
Salaried Supervisor	<p>A. Encourage employee to seek assistance from the Company's Employee Assistance Program and established community support groups. Contact the Personnel and Safety Department for information on support services available.</p> <p>B. Provide benefit consultation to assist employee in effectively managing health, leave and other benefits.</p> <p>C. Be sensitive to coworkers' concerns, and emphasize employee education available through the Personnel and Safety Department.</p>

NOTE: If any employee refuses to work with an employee having an AIDS condition, contact the Personnel and Safety Department to review the matter.

Guidelines on AIDS in the Workplace

In keeping with two of our corporate objectives to ensure a safe, healthy work environment for our employees and the public we serve, and to prohibit all forms of arbitrary discrimination in employment, we have developed the following policy statement and guidelines on how to handle personnel matters related to employees afflicted with AIDS. The policy statement and guidelines are based on the most current medical information on this subject available. If any significant medical developments occur, we will revise the statements and these guidelines accordingly.

Policy Statement

It is the company's position that employees afflicted with AIDS do not present a health risk to other employees in the workplace under normal working conditions. Employees with AIDS are subject to the same working conditions and performance requirements as any other employee. However, if there is a supervisory concern that an employee with AIDS is not able to perform assigned duties, a medical clarification examination may be required to determine the employee's fitness for work. Lastly, employees with AIDS, provided that they are otherwise eligible, are entitled to coverage under the company's sick leave, medical leave of absence, disability benefits and equal employment opportunity policies.

Guidelines

1. Employees afflicted with AIDS should be treated the same as any other company employee. However, if their medical or physical condition affects their ability to perform their assigned duties, they should be treated as any other employee who has a disability that prevents them from performing the duties of the job.
2. If a supervisor has a reasonable basis to believe that an employee with AIDS is unable to perform the duties of his/her position, the supervisor must request that the employee undergo a medical clarification examination. The results of the medical clarification examination shall guide future personnel decisions affecting the employee.
3. Employees afflicted with AIDS, to the extent they are eligible, are entitled to coverage under the company's sick leave, medical leave of absence, disability benefits and equal employment opportunity policies. When requested, supervisors and personnel department representatives should furnish information regarding those policies to affected employees.
4. If employees who share the same work environment with an employee with AIDS express concerns over their personal safety and health, supervisors must explain that, based on guidelines issued by the United States Public Health Service and expert medical opinions, casual contact with a coworker with AIDS poses no threat of transmission. If necessary, supervisors should contact an appropriate EAP counsellor to arrange for more comprehensive education efforts for the work force.