Policy

It is the policy of Catholic Charities of Los Angeles, Inc., hereinafter referred to as CCLA, Catholic Charities believes in providing a work environment that allows individuals with life threatening diseases including but not limited to AIDS/HIV, TB, cancer or heart disease and/or other illnesses be allowed to continue working as long as medical evidence indicates that the individual’s condition is not a threat to himself or others and as long as the individual meets (1) the acceptable standards of performance and (2) is not contagious. In such cases, reasonable accommodation will be made to assist the individual to continue working.

Procedures

A. An individual with a disability and/or life threatening illness shall have the same rights as any other employees to sick time and other benefits provided by Catholic Charities.

B. Safety and health standards will be maintained consistent with Catholic Charities’ safety policies and illness and injury prevention guidelines. Every precaution should be taken to ensure that an individual’s condition does not present a health and/or safety threat to other employees, volunteers or clients.

C. Under the American Disabilities Act (hereinafter “ADA”), and consistent with policy HR 205, individuals with disabilities including AIDS/HIV and/or other life threatening illnesses, are protected from discrimination in employment. Discrimination as described above is specifically prohibited by this policy and subject to disciplinary action. Any incidents of unlawful discrimination or compromise of human dignity should be promptly reported to the Director of Human Resources or other senior management member.

REASONABLE ACCOMMODATION:

Reasonable accommodation will be made to permit any handicapped individual to work at an acceptable standard of performance. Reasonable accommodation is that which would not impose undue hardship on Catholic Charities regarding safety, health hazards, costs and expenses and the operational needs of Catholic Charities. Reasonable accommodation may vary from case to case and is evaluated on an individual basis.

RESPONSIBILITIES:

When dealing with situations involving individuals with life threatening illnesses, all employees are to assume responsibility for the following items:
1. An employee’s health condition is personal and confidential and reasonable precautions should be taken to protect the privacy of an employee’s health condition.

2. Human Resources should be contacted if an employee believes that he or she or other employees need information about terminal illnesses or a specific life threatening illness or if an employee needs further guidance in managing a situation that involves an employee with a life threatening illness.

3. Human Resources should be contacted if an employee has any concern about the possible contagious nature of an employee’s illness.

4. Human Resources should be contacted to determine if a statement should be obtained from an employee’s attending physician that continued presence at work will post no threat to the employee, coworker or client. Catholic Charities reserves the right to require an examination by a medical physician appointed by Catholic Charities.

5. Reasonable accommodations should be made for employees with life-threatening illnesses consistent with the business needs of Catholic Charities and/or program, if warranted.

6. Reasonable attempts should be made to transfer employees with life threatening illnesses who request a transfer and are experiencing undue emotional difficulty.

7. No special consideration is given to employees who request position transfers as the result of perceived personal threat by a coworker’s life threatening illness.

8. Sensitivity and responsiveness to an employee and/or coworker’s concerns regarding life-threatening illnesses.

EDUCATION

Periodic educational opportunities will be provided to all employees regarding life-threatening illnesses as needed on a voluntary basis. Catholic Charities will continue to provide a safe and healthy work environment for all employees including benefit consultation to assist employees in effectively managing health insurance, leaves of absence and other benefits and referral to agencies and organizations which offer supportive services for life threatening illnesses.

CONFIDENTIALITY OF INFORMATION REGARDING HIV/AIDS:

1. A person infected with the disease can inform others of the diagnosis. Persons who have knowledge of this diagnosis must obtain the written consent from the infected person prior to disclosing this information to any third person. A written consent is required for each disclosure of this information to a third person.
2. Any person who breaches this Confidentiality provision is individually liable for any penalties that may be levied and Catholic Charities will not provide any defense or liability coverage for any acts that contravene the confidentiality laws mandated by the State of California.