

SECTION: Human Resources

NUMBER: A-001-01-0022

AREA: General

UPDATED: 03/23/2022

SUBJECT: Life-Threatening Illnesses in the Workplace

REVIEWED: 12/13/2022

I. PURPOSE

Employees with life-threatening illnesses often wish to continue their usual pursuits, including work, to the extent allowed by their condition. Rocky Mountain College supports these endeavors when employees can meet acceptable performance standards. As in the case of other disabilities, Rocky Mountain College will make reasonable accommodations following all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

II. POLICY

- A. Medical information on individual employees is treated confidentially. Rocky Mountain College will take reasonable precautions to protect such information from inappropriate disclosures.
- B. Managers and other employees have a responsibility to respect and maintain confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.
- C. Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department or Rocky Mountain College’s Employee Assistance Program for information and referral to appropriate services and resources.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees