STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
OFFICE OF THE COMMISSIONER

HIV/AIDS POLICY STATEMENT

Purpose

The purpose of this policy is to provide guidance to Department of Revenue Services employees in dealing with work situations involving employees who have, or are perceived to be at risk of acquiring, any of the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- AIDS Related Complex (ARC), or
- Human Immunodeficiency Virus (HIV Infection) or a related condition

The term "AIDS" as used in this policy should be understood as encompassing all of the above.

Non-Discrimination

The Department of Revenue Services recognizes its responsibility to ensure a safe and healthy work environment and fair, non-discriminatory treatment for all of its employees. This policy provides that any department employee with AIDS will be given the same rights and understanding as any employee with a life-threatening or debilitating health problem. No person will be treated differently in the workplace as a result of having or being perceived as having AIDS.

Furthermore, any employee with AIDS will be allowed to continue working as long as job duties can be satisfactorily performed. Reasonable accommodations will be made by the manager or supervisor if the employee is unable to carry out his or her normal job duties as a result of his or her medical condition. The agency contact person, with the employee's written permission, should be made aware of any such arrangements, while maintaining confidentiality for the employee.

Current or prospective employees will not be tested for AIDS for the purpose of assessing their employability.

Confidentiality

Disclosure of any information concerning the medical condition or status of an AIDS-infected employee is strictly forbidden under State law and this policy. Disclosure will not be made without the written authorization of the individual employee. In addition, the medical records of any employee with AIDS should be treated with the same care and confidentiality as all other confidential employee records. If any AIDS-related information about a DRS employee is received (e.g., HIV counseling and testing, or AIDS-related medical information, records or diagnosis) it will be maintained in a locked file cabinet apart from the employee's personnel file.

Any unauthorized disclosure of medical information by any DRS employee will result in appropriate disciplinary action.

This policy is intended to be consistent with the Connecticut General Statutes, Section 19a-581 through 19a-594a, Aids Testing and Medical Information.

Workplace Concerns, Information and Education

According to the United States Center for Disease Control, there is no risk of an employee becoming infected by the AIDS virus in the course of normal workplace situations. All employees are expected to carry out their normal duties with co-workers who have or are perceived as having AIDS.

If an employee refuses to carry out normal work assignments for fear of contracting the disease from an infected (or perceived to be infected) co-worker, the employee should be counseled by a manager, supervisor and/or the agency contact person. In addition, managers and supervisors should be sensitive to employee concerns about AIDS and assist in informing and educating all employees about the methods of transmission. Where it has been determined that there is no health or safety risk, those employees who feel threatened by a co-worker's health condition will not be allowed to refuse to work.

Efforts will be made to offer all DRS employees information about AIDS and provide education which is designed to reduce prejudice and discrimination against those persons who have or are perceived as having AIDS, while also educating employees in ways that may lower their risk of becoming infected with the AIDS virus.

Questions regarding this policy should be addressed to Penny B. Potter, Office of Diversity & Equity at (860) 297-5708. She will consult as necessary with the AIDS section of the Connecticut Department of Public Health on issues or questions concerning workplace safety and AIDS.

In addition, employees may contact the Department of Public Health directly at (860) 509-7806 with issues or questions concerning AIDS.

John Biello
Acting Commissioner of Revenue Services

1/24/2020
Date