

RESOLUTION NO. 2010-16

**A RESOLUTION OF THE TOWNSHIP OF EAST COCALICO, COUNTY OF LANCASTER, THE COMMONWEALTH OF PENNSYLVANIA, FOR THE CONFIDENTIALITY OF MEDICAL RECORDS**

**WHEREAS**, the Township of East Cocalico (Township) is committed to full compliance with all laws regarding equal opportunity for employees with disabilities, and township supervisors, staff and all employees play an important role in insuring that reasonable and appropriate services and accommodations are provided to employees in a timely and effective manner and Township employees are encouraged to seek further information about appropriate services and to seek workplace accommodations of their disabilities;

**NOW, THEREFORE, BE IT RESOLVED** that:

The Township is committed to insuring the confidentiality of the medical records of its employees. All information regarding the medical condition or history of job applicants and present employees shall be collected and maintained on separate forms and in separate medical files. This information shall be treated as a confidential medical record, and shall not be disclosed without the written consent of the applicant/employee, with the exception that

- a. Supervisors and managers may be informed regarding necessary restriction on the work or duties of the employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c. Government officials investigating compliance with ADA requirements shall be provided relevant information on request consistent with applicable privacy laws.

The Township encourages employees to voluntarily provide limited disclosure regarding their disability when it will facilitate the accommodation process, particularly when the employee is a member of collective bargaining unit. Such disclosure may lessen the appearance of favoritism, co-worker jealousy, and tension in the workplace and will facilitate accommodation by allowing the union to participate in the accommodation process.

**RESOLVED THIS** 4th DAY OF August, 2010 .

**EAST COCALICO TOWNSHIP**

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Douglas B. Mackley

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Alan R. Fry

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Noelle B. Fortna