

## **SECTION I: GENERAL POLICIES, EQUAL EMPLOYMENT OPPORTUNITY (EEO) & AMERICANS WITH DISABILITIES ACT**

### **1. GENERAL POLICIES**

In compliance with the Americans with Disabilities Act, SLCMAD provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. SLCMAD may require medical certification of both the disability and the need for accommodation.

- A. **PRIVACY.** SLCMAD is respectful of employee privacy, and all employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept separate from other human resource forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.
- B. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).** SLCMAD does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, SLCMAD will set up guidelines for employees and management to follow to ensure that SLCMAD employees conform to the requirements of the HIPAA.

In accordance with the "Amendment to Employer Health Insurance Agreement" signed 5 December 2024, PEHP agrees to fill out and electronically file all required reports under ACA Section 6055 and 6056 with the IRS. SLCMAD will inform PEHP if it is an "applicable large employer" as defined by federal law for ACA reporting purposes and provide Public Employees Health Plan (PEHP) with:

- The employment status of full-time employees.
- A designation of whether an employee is a full-time employee as determined by federal law.
- The eligibility for health coverage (including HRA coverage) for all employees and retirees, if applicable.
- The amount of premium share the eligible employee would have to pay for the lowest cost single health coverage plan.
- Social security numbers for dependents enrolled in the health coverage.

- C. **EQUAL EMPLOYMENT OPPORTUNITY.** It is the policy of SLCMAD to comply with Equal Employment Opportunity standards in all phases of personnel administration:

OR (additional option for verbiage):

- B. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).  
SLCMAD does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, SLCMAD will set up guidelines for employees and management to follow to ensure that SLCMAD employees conform to the requirements of the HIPAA.

SLCMAD will comply with all of the requirements stipulated in the "Amendment to Employer Health Insurance Agreement" signed 5 December 2024 with PEHP. PEHP will then fill out and electronically file all required reports under ACA Section 6055 and 6056 with the IRS.