Key Personnel Policies

- **Health Insurance Portability & Accountability Act (HIPAA) Policy**
  - The University System has adopted safeguards to protect the **privacy of Protected Health Information (PHI)** of employees.
  - Employees should not share Protected Health Information (PHI) without a signed **HIPAA Authorization for Release**.
  - Protected Health Information (PHI) includes any health information relating to past, present or future physical or mental health, health care treatment, or payment for health care.
Key Personnel Policies

- **Drug Free Workplace Policy**
  - Using, possessing, or being under the influence of alcoholic beverages, amphetamine-type drugs, morphine-type drugs, hallucinogenic drugs, or any controlled drugs during work hours by University System employees is prohibited.
  - In situations where the use of certain types of prescription and non-prescription medication may negatively affect mental concentration or coordination (such as antihistamines or “mood altering” drugs), safety considerations may require temporary reassignment of duties and responsibilities.
Key Personnel Policies

- **Americans with Disabilities Act (ADA)**
  - USNH is committed to a policy of Equal Employment Opportunity and non-discrimination on the basis of disabilities, which includes the use of reasonable accommodations to enable employees to perform the essential functions of their jobs.

  - If you disclose an ADA-defined disability, your supervisor and Human Resources will discuss reasonable accommodations or other options with you.
Key Personnel Policies

• **Non-Smoking Policy**
  - As required by law and in recognition of the health hazards of smoking and second-hand smoke, USNH prohibits smoking in all University System buildings and facilities.
  - Smoking may be allowed in some specifically designated areas.
  - A person who smokes in a non-smoking area is in violation of the criminal code, (RSA 155:64-77).