

## **Proposed Revisions to Medical Separation & Reasonable Accommodation Personnel Policies**

As part of the University's ongoing effort to update personnel policies, the Office of the President is proposing revisions to Personnel Policies for Staff Members (PPSM) 66 on Medical Separation and PPSM 81 on Reasonable Accommodation.

These proposed policy revisions are applicable to staff employees who are not represented by a union. Provisions affecting exclusively represented employees are reflected in the applicable collective bargaining agreement.

### **The proposed changes to PPSM 66 (Medical Separation) include:**

- Adding language that the University will engage in the "Interactive Process" prior to proposing a medical separation.
- Adding language to require a proposed medical separation based upon receipt or approval of UCRP or PERS disability payments is reviewed by a University vocational rehabilitation counselor or appropriate representative.
- Adding language that certain members of the University Police and Fire Departments who have received leave with full salary for up to one year due to certain work-incurred illnesses and injuries may be medically separated.
- Adding language that medical documentation (certifying an employee's disability or medical condition) is required and subject to verification by a University-appointed licensed healthcare provider.

### **The recommended revisions to PPSM 81 (Reasonable Accommodation) are:**

- Adding language to describe the "Interactive Process" in order to identify possible options for reasonably accommodating an employee's disability.
- Adding language that the University may require an employee to be examined by a licensed healthcare provider when necessary to determine the nature of the employee's functional limitations.
- Deleting language on "Trial Employment" because placement of an employee in a temporary position does not alone meet the requirement of reasonable accommodation. A reasonable accommodation is to be identified through the use of the "Interactive Process".
- Deleting language on "Disability Benefits" because "Special Reappointment Procedures" are detailed in PPSM 66. E and apply to former employees who were medically separated.

The proposed revised policies and new procedures are available at the following URL:  
[http://atyourservice.ucop.edu/employees/policies/policies/proposed\\_policies/index.html](http://atyourservice.ucop.edu/employees/policies/policies/proposed_policies/index.html)

As with all formal University policy reviews, employees are encouraged to provide comments on the proposed revisions, as they will be forwarded to the Office of the President for consideration before a final decision is made.

Comments or questions should be directed to Cathy Schoenfeld, Staff Human Resources at [pafc@ucsc.edu](mailto:pafc@ucsc.edu) (459-2014) by May 17, 2006

Sincerely,

Willeen McQuitta  
Director  
Staff Human Resources

Cc: Vice Chancellor BAS, Tom Vani  
Labor Relations Manager, Suzanne Purcell