

## Medical Separation - UCRP-Disability Income

### UCSC Local Procedures

(A.23b) Rev. 6/30/2009

## I. Policy Summary

A regular status employee who becomes unable to perform essential functions of his or her position with or without reasonable accommodation, due to a disability, may be separated. Medical separation may be based on the employee's receipt or approval of disability payments from a retirement system to which the University employee contributes, such as UCRP or PERS, and confirmation from the Disability Management Coordinator that the Interactive Process has been completed or that the employee has waived the Interactive Process.

## II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM) – employees not covered by a collective bargaining agreement:

- [Absence from Work Policy](#)
- [PPSM 66 Medical Separation Policy and Procedures](#)
- [PPSM 81 Reasonable Accommodation Policy and Procedures](#)

B. [Contract Articles](#)– employees covered by a collective bargaining agreement

## III. Authority

A medical separation may be based on: (a) the employee's receipt or approval of disability payments from a retirement system to which the University contributes, such as UCRP or PERS and (b) a written review by the Disability Management Coordinator, or appropriate representative, determining through the Interactive Process that no reasonable accommodation exists without causing undue hardship. (Employee may waive the Interactive Process.) The Staff Human Resources Director has responsibility for making the final determination regarding appropriateness of medical separation.

## IV. Criteria

### Medical Separation

Medical separation due to receipt of UCRP disability income may be considered only after the employee receives or is approved for disability payments and appropriate leave benefits, the Interactive Process and attempts at reasonable accommodation have been exhausted.

## V. Process Overview

- Retirement Counselor** notifies HR Service Team Representative (HRSTR) of employee's approval to receive UCRP disability income and the effective date, once it has been confirmed with the Disability Management Coordinator that the Interactive Process has been completed. (Employee may waive the Interactive Process)
- The HRSTR** prepares the Notice of Intent to Medically Separate letter for Unit Head's signature and mails it to the employee, with appropriate attachments and Proof of Service form.
- The Employee** has the right to respond to the notice orally or in writing within the time period designated in personnel program or bargaining agreement.
  - If the employee responds, the HRSTR, consults with the Disability Management Coordinator and the Staff Human Resources Director, to obtain a determination as to whether medical separation is still appropriate. If it is not appropriate, an alternative course of action will be determined.
- The HRSTR** prepares Notice of Medical Separation letter for Unit Head's signature and mails it to employee with final paycheck, termination packet and Proof of Service form, if the employee's response date designated in the Intent to Medically Separate letter has passed and the employee has not responded or if the employee has responded timely and it is determined that medical separation is still appropriate. The HRSTR processes termination paperwork, PPS and Last Day activities.
- The Employee** receives the notice, completes termination paperwork, submits it to appropriate offices, and returns all UC property to the supervisor or appropriate offices.
- The Disability Management Coordinator** sends the employee a letter explaining the Special Re-employment process upon receipt of the Notice of Medical Separation.