

# Procedures for Application for Disability Retirement

Regardless of whether a person is requesting an in line or not in line of duty disability retirement, the following procedures must be followed in order for the application to be considered:

- a. The employee must complete and/or submit the following documents:
  - i. Application for Disability Retirement.
  - ii. Medical Records Release Forms – this will include requests for accident reports, leave of absence requests, return to work forms and worker's compensation determination information, including settlement documents.
    1. Risk Management
    2. Civil Service
    3. Human Resources
  - iii. Health Care Provider Certification Form – to be completed by the attending physician(s) for the illness/injury for which the applicant is petitioning for disability retirement. This needs to include percentage of permanent impairment ratings for the effect of the injury and a statement as to whether the employee has reached the maximum medical improvement as a result of the injury.
  - iv. Complete copies of all medical records surrounding the injury to ensure that all available information is considered, especially when the injury/illness was not in line of duty.
  - v. Long-term disability communications, including communications with the Social Security Administration – copies of any correspondence from the long-term disability provider and Social Security Administration, if applicable.
- b. Once all the information from a. above is received, the pension board staff will have up to 90 days from the date of receipt to summarize the information and provide the Board with copies of the pertinent information so that the Board may consider the application at the next regularly scheduled Board meeting following the end of the 90 day period. Should the pension board staff determine from review of the above information that additional information is needed or that the applicant needs to be evaluated by an approved physician designated by the Board, the Board's consideration of the application could be delayed beyond the 90 days. The pension board staff will notify the applicant in writing should additional information/evaluation be required and inform the applicant of the deadline to comply with the additional request. Written notification of the date the Board will consider the application will be sent to the applicant. The applicant is encouraged to be present at the Board meeting to provide answers to any questions that the Board may have regarding the application and circumstances

of the injury. The applicant's attorney, if any, may be present at this meeting; however, the staff must be notified in advance in order for a court reporter to be present at the meeting.

- c. Written notification of the Board's decision will be sent to the applicant within 30 days of the Board's decision.
- d. If the application is wholly or partially denied, the applicant may appeal the decision within 60 days of receipt of written notice of the denial. Additional information regarding the appeal process may be found in sections 5-9 of the Pension Board's Benefit Claims Procedures.