

I. Summary

This local procedure provides guidance on the process for medically separating a non-probationary career (regular status) employee from University employment when an employee can no longer perform the essential functions of the employee's position with or without reasonable accommodation due to a disability, and reassignment is not an option under Personnel Policies for Staff Members (PPSM)-81: Reasonable Accommodation.

II. Related Policies and References

[Personnel Policy 66](#) – Medical Separation

[Personnel Policy 81](#) – Reasonable Accommodation

[Personnel Policy 2.210](#) – Absence from Work

III. Bases for Medical Separation

- A.** When the interactive process has been exhausted and a determination is made that the employee cannot be reasonable accommodated absent undue hardship.
- B.** When the employee has been approved to receive disability payments from a retirement system to which the University contributes.

IV. Procedures

- A.** The department receives medical information from the employee's doctor that precludes the employee from performing the essential functions of the position.
- B.** The department contacts the Disability Management Office to discuss.
- C.** The department head/designee shall provide, to the Disability Management Office, a written statement that:
 - 1. Describes essential functions of the position the employee is unable to perform, with or without a reasonable accommodation, due to a disability.

Attach the most recent job description and/or other documentation that outlines the essential job functions.
 - 2. Explains what accommodations were discussed and why the employee cannot be reasonably accommodated in their current position.
 - 3. Includes relevant documentation from the employee's health care provider.
 - 4. Includes written documentation of any interactive process conducted at the department level.
 - 5. Includes any other pertinent information and documentation relevant to the medical separation.
- D.** The Disability Management Office shall complete a written review and provide statements as to whether:

1. Documents the interactive process was exhausted and confirms that no reasonable accommodation could be provided without causing an undue hardship.
 2. Documents the alternative job search or includes an explanation of why it was not conducted.
 3. Confirms the employee has exhausted all available leave entitlements.
- E.** If medical separation is determined as the appropriate action, the department may, after review with the Disability Management Office, begin the medical separation process by the following:
1. Notice of Intent to Medically Separate

The University will provide the employee with advance written notice of the University's intention to medically separate the employee. The notice will: (a) state the reason for the intended medical separation; (b) include copies of the statement prepared by the department head or designee and any other pertinent material considered, including the written review prepared by the Disability Manager or other appropriate University representative; and (c) state that the employee has the right to respond orally or in writing within eight (8) calendar days regarding the intended medical separation. After the employee has responded or after eight (8) calendar days, whichever comes first, management will review the response, if any, and inform the employee of the action to be taken.

2. Notice of Medical Separation

If the University has determined that proceeding with medical separation is appropriate, the University will provide the employee with advance written notice of the medical separation date and notice of the right to appeal. The effective date of medical separation will be at least ten (10) calendar days from the date of the University's issuance of the notice of medical separation or 18 calendar days from the date of issuance of the notice of intent to medically separate, whichever is later.

F. Special Reemployment

1. To be considered for Special Reemployment, an employee who has been medically separated must notify the University of their interest and provide documentation from a licensed health care provider that establishes that the former employee has been medically released to return to work, with or without reasonable accommodation.
2. After such notice and documentation are provided, for a period of one year following the date of a medical separation, the University will assist the former employee in identifying appropriate positions for which the former employee may apply at the same location. If the former employee receives disability benefits from a retirement system to which the University contributes, the Special Reemployment period will be three years from the date benefits commenced. If the former employee is reemployed within the allowed period, a break in service does not occur.
3. In Special Reemployment situations, the employee may be selected for a position without the requirement that the position be publicized, per PPSM 20.III.G.3 (Exemptions).