

408. Disability 408. Medical Separations

- .1 An appointing authority¹ The Medical Review Committee may terminate grant an employee with a disability medical separation whenever it becomes impossible for when there is a medical determination that an employee, through no fault of their own, is unable to perform the tasks of their position because of a physical, mental their essential job duties either with or nervous disability. All disability separations must be verified by the City Physician (see Section 125 and 606) without accommodation as provided in Section 600 of the Personnel Policies and Procedures.
- .2 An² The Medical Review Committee provides an employee being considered for disability medical separation shall be afforded the opportunity to receive a "with a due process pretermination hearing (see as provided in Section 406.2)."
- .3 A Personnel Action form giving the specific reasons for the disability separation shall be submitted to 400 of the Personnel Department at least fourteen (14) calendar days before the effective date for regular employees or four (4) calendar days for temporary or part time employees unless immediate action is required for the good of the service.
- .4 If it is necessary to separate an employee for disability reasons without prior notice due to the department's inability to contact the employee, the Personnel Department shall be notified as soon as possible, Policies and a Personnel Action form shall be submitted within five (5) working days after the effective date. Departments shall send a notification letter by certified mail to the employee's last known home address to offer a pretermination hearing before the final separation decision being made Procedures.
- .5 .3 An employee separated for disability medical reasons shall be paid for all any remaining accrued sick or injury leave for which they are eligible according to the rules governing such at a ratio of one hour of pay for one hour of accrued leave.
- .6 If an employee separated for disability reasons applies to the Personnel Department for reemployment, the facts surrounding their previous separation shall be reviewed in cooperation with the City Physician. The employee may be certified for any position if it appears highly probable that the reason for their disability separation will not recur or will not affect their work in a position for which they qualify. The prospective appointing authority shall be informed prior to their interview with the employee of the facts surrounding the disability separation.
- .4 An employee granted a medical separation is eligible to subsequently apply for re-hire for any position for which they are certified and the City Physician advises that they are medically able to perform the essential functions of the position with or without accommodation.