

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued 01/24

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure both the short-term and long-term disability plans are handled in accordance with the procedures delineated herein and within Article 24 of the Local 3385 and Chapter 20 Union Contracts.

III. DEFINITIONS:

- A. Disability: Loss of work time by a regular full-time employee who is suffering from a sickness or injury that requires the regular monitoring of a health care provider. This applies to both short- and long-term disability.
- B. Eligibility for long-term disability: A regular full-time employee must have completed three (3) months of active employment before potentially qualifying for long-term disability.
- C. Eligibility for short-term disability: A regular full-time employee qualifies for short-term disability when he/she has been absent from work, due to the disability for twenty (20) consecutive work days, including holidays. (No length of employment is required.)
- D. Health Care Professional: A professional who is trained, qualified and licensed or certified as a Health Care professional (e.g. includes physicians, mid-wives, and mental health professionals).
- E. Pre-existing condition: A sickness or injury for which one received medical treatment, consulting care or services including diagnostic measures or had taken prescribed medications in the three (3) months prior to the effective date. This applies to long-term disability only.
- F. Recurrent Disability: A sickness or injury related to a prior sickness or injury for which one received a monthly benefit. This applies to both short-term and long-term disability.

IV. STANDARDS:

- A. Salary continuation is a benefit through union contracts.

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- B. Intermittent disability (short or long-term) may be used when determined necessary by the Health Care Professional, and is identified in Certification of Health Care Provider for Employee's Serious Health Condition (form found at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/WH-380-E.pdf> . Disability is not available for care of a family member.
- C. An employee on short-term disability is expected to work only at the capacity the health care professional has indicated. e.g. "not in any capacity", "only 12 hours per week." This includes employment outside of the agency. If an employee cannot work in any capacity that includes any employer unless the health care professional can specifically state why it is an employee cannot work at SCCCMHA but possibly for another employer.
- D. Late submission of attendance records may delay payment.

V. PROCEDURES:

A. Short-Term Disability

**Regular Full Time Employee**

1. Notifies supervisor of disability, including date of disability, and submits Request for Leave of Absence (refer to Administrative Procedure #06-001-0035 Personnel: Leaves of Absence: Union, Educational, Disability, and Other or #06-001-0040 Personnel: Leave of Absence: FMLA).
2. Obtains and completes appropriate forms with Labor/Employee Relations Manager, and submits completed forms, including Certification of Health Care Provider from Health Care Professional.

**Labor/Employee Relations Manager**

3. Clarifies the date disability began (may need medical professional's assistance) in order to calculate how many days, if any, of the required 20 consecutive sick days remain.
4. Determines what date is the 21st day. Note: The first 20 consecutive work days are considered as part of the Short-Term Disability period.
5. Reviews Certification of Health Care Provider and Request for Leave of Absence.
6. Forwards to Human Resources Director for approval.

**Administrative Assistant**

7. Documents employee's status change to disability in ADP.
8. Routes copies to Chief Financial Officer, payroll account clerk and original into personnel file.

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**Regular Full Time Employee**

9. Ensures completion of timecard in ADP.
10. Designates disability on timecard after the 20th consecutive work day has lapsed by indicating the amount of hours equaling 2/3's of time not worked.
11. Forwards to Labor/Employee Relations Manager all documentation for any change in status (extended disability, return to work schedules, etc.).

B. Long-Term Disability (LTD)

**Eligible Regular Full Time Employee**

1. Determines, with health care provider, if medical condition and leave of absence may extend beyond 180 days.
2. Notifies Labor/Employee Relations Manager and requests instructions for LTD paperwork.

**Labor/Employee Relations Manager**

3. Instructs employee to go to Symetra Life Insurance at [www.symetra.com](http://www.symetra.com) to start a claim process.

**Eligible Regular Full Time Employee**

4. Files claim with Symetra Life Insurance.

**Labor/Employee Relations Manager/Designee**

5. Provides information/documentation as required by Symetra Life Insurance.

**Administrative Assistant**

6. Files copies of information in personnel file.
7. Documents in ADP the employee's status change to long-term disability, if approved by carrier, as of the 180<sup>th</sup> day of disability.
8. Informs the appropriate fiscal department staff for any further processing.

VI. REFERENCES:

- A. Article 24 Union Contracts Local 3385 and Chapter 20

VII. EXHIBITS:

None Available.

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VIII. REVISION HISTORY:

Dates issued 12/96, 06/98, 02/01, 04/01, 02/02, 11/04, 01/07, 02/08, 10/11, 05/13, 05/14, 01/16, 01/17, 01/18, 01/19, 01/20, 01/21, 01/22, 01/23,