




RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: ESTABLISHING EFFECTIVE DATES FOR DISABILITY RETIREMENTS	Section: 2-26 Date Adopted/Revised: 2/8/2017
SYSTEM(S): JOINT	Approved:  Retirement Administrator

PURPOSE

The purpose of this policy is to establish effective dates for disability retirement where the applicant files for disability retirement before or after separating City service.

POLICY

An application for disability retirement is considered to have been filed if the individual has submitted a disability retirement application, a medical release, and associated medical evidence in support of the applicant's disability.

Employee Files for Disability Retirement before Separating City Service

1. For purposes of establishing the effective date of a disability retirement where the applicant is still on City payroll at the time the Retirement Board makes a determination on the disability retirement application, including applicants on leave without pay:

Policy: The effective date of the disability retirement will be the earlier of (1) the day after the employee's last day of pay on City payroll, including but not limited to city paid Health & Welfare benefits and/or temporary disability payments issued by the city's Third Party Administrator or (2) the day after the Board grants the disability application.

2. For purposes of establishing the effective date of a disability retirement where the applicant filed an application for disability retirement prior to separating City service and is in a terminated or retired status at the time the Retirement Board makes a determination on the disability retirement application:

Policy: The effective date of the disability retirement will be the date of termination or service retirement whichever is earlier, and any change in benefit amount will be adjusted retroactively to the date of disability retirement.

Employee Files for Disability Retirement after Separating City Service

1. For purposes of establishing the effective date of a disability retirement where the applicant files a disability application after having separated City employment for any reason (including applicants terminated by the City, in a deferred vested status or receiving a service retirement benefit):

Policy: The effective date of the disability retirement will be the day after the Board grants the disability retirement application. In the case of an employee who has retired for service, any change in benefit amount between a service retirement and a disability retirement will be prospectively modified as of the disability effective date.

Special consideration for late filing of a disability application:

Special consideration will be given by the Board in situations where circumstances of the disability are a factor in the late filing of a disability application. Among the factors which the Board will consider are the applicant's disabling condition and the impact of that condition on the applicant's ability to file timely. The burden of providing information regarding this situation rests with the applicant.

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1. Adopted 02/10/2006
 2. Annual Review, administrative changes, revised 3/11/2009
 3. Administrative changes 05/11/2016
 4. Administrative changes 02/08/2017