



Policy Type: Administrative

Category: Personnel

Policy Name: Processing Disability Retirements for Miscellaneous Employees

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to explain the Human Resources policy regarding the processing of disability retirements for miscellaneous (non-safety) employees.

Policy Summary

As an employee of the County of Santa Clara with a disabling injury or illness that prevents the performance of usual job duties for a permanent or extended duration (one that is expected to last for at least 12 consecutive months or will result in death), you may be eligible for a disability retirement.

There is no minimum age requirement for disability retirement. A CalPERS member who has at least five years of service credit is eligible for a disability retirement. Additional information can be found on the CalPERS website at www.calpers.ca.gov or by calling (888) 225-7377.

All inquiries for Safety employees should be directed to ESA-Benefits: 70 W, Hedding St., 8th Floor, (408) 299-5880.



Procedures

Processing Disability Retirements for Miscellaneous Employees

- 1) The **Employee** completes and submits Employer Information for Disability Retirement form, PERS01M0052DMC (03/12), to ESA-Benefits.
- 2) The **Supervisor** and **Employee** complete Physical Requirements of Position/Occupational Title form, PERS01M0050DMC (12/12), and submits the original to their department HR Service Center for HR Analyst to review.
- 3) The **HR Analyst** reviews the form to ensure the physical requirements are consistent with the duties normally assigned to such classifications.
 - 3a) If the duties do not appear to be consistent, the **HR Analyst** contacts the employee's immediate supervisor for further clarification/discussion.
 - 3b) If the HR Analyst still does not agree with the supervisor's assessment, the **HR Analyst** notes that on the form.
- 4) The **HR Analyst** submits the completed form to ESA-Benefits.
- 5) **ESA-Benefits** may work with employee's Departmental HR Service Center to gather any additional documentation.
- 6) **ESA-Benefits** will send all documents to PERS and maintain a copy.

Definitions

None.



Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

- A Guide to Completing Your CalPERS Disability Retirement Election Application -
<https://www.calpers.ca.gov/docs/forms-publications/disability-retirement-pub.pdf>
- Employer Information for Disability Retirement form, PERS01M0052DMC (03/12) –
<https://www.calpers.ca.gov/docs/forms-publications/employer-info-disability-retirement.pdf>
- Physical Requirements of Position/Occupational Title form, PERS01M0050DMC (12/12) –
<https://www.calpers.ca.gov/docs/forms-publications/physical-requirements.pdf>

History

Date	Changes Made
1/05/2018	Policy Uploaded (Kyle Larson)
12/05/2017	Policy and Forms Revision
8/01/2014	Update
10/11/2011	Update



5/28/2008	Update
9/14/2005	Update
7/07/2005	Policy Adopted