

CITY OF ST. JOSEPH
EMPLOYEES RETIREMENT SYSTEM DISABILITY RETIREMENT PROCEDURE

1. Member or his/her department head submits a written application to the Pension Board requesting a non-duty/duty disability retirement.
2. The Pension Board: a) accepts the application, b) designates its physician to serve on the medical committee and c) requests that the member designate a physician to serve on medical committee.
3. The applicant will authorize the release of all medical information by signing, in the presence of a notary public, a copy of the medical authorization form.
4. The Pension Board requests copies of medical records and/or incident reports on file with department head and/or personnel department.
5. The Pension Board sends a notice to the member's physician and the Board's physician of their designation to medical committee and requests that each conduct an examination of the member.
6. Examination of member by physicians.
7. Physicians forward to Pension Board their medical reports on the issue of whether member is disabled.
8. If the physicians are unable to agree as to whether member is disabled, then the physicians must mutually select a 3rd physician and notify the Board of their selection.
9. The Pension Board sends a notice to the mutually selected physician of his/her designation to medical committee and requests examination.
10. Examination of member by third physician (if applicable).
11. The medical committee renders its decision as to whether the member is disabled according to appropriate guidelines. The medical committee, by majority opinion, certifies in writing whether the member is mentally or physically incapacitated for the further performance of duty in the service of the city; and whether the incapacity is likely to be permanent.
 - a. A copy of a job description shall be forwarded to the Board's designated Medical Advisor.
 - b. The Municipality shall certify that no jobs are available in the City for which the applicant is qualified.
 - c. No consideration shall be given to any job position which would be inconsistent with respect to job transfers.
 - d. In returning the member to active service, reasonable latitude shall be allowed the City in placing the member in a position commensurate to the type of work and rate of compensation at the time of disability retirement.

12. For duty-disability applicants, the Pension Board decides the issue of whether a member's disability occurred as the natural and proximate result of causes arising out of and in the course of the member's employment by the city.
13. The Pension Board, based upon: a) medical committees findings and recommendations; b) their review of the member's records; and c) any other evidence deemed appropriate and relevant by the Board; resolves to grant or deny the disability retirement.
14. Disability benefits are paid consistent with Retirement System provisions.