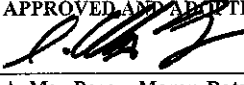

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: SHORT-TERM DISABILITY
	NUMBER: BEN 2-0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  	
	A. Max Bacon, Mayor, Date	Eric Taylor, City Administrator, Date	

PURPOSE: To establish guidelines for and define the City's *Short Term Disability* Insurance program.

STATEMENT OF POLICY

A full-time City employee who is unable to work due to a non-work related serious health condition which results in total disability is eligible to apply for a weekly benefit under the City's *Short Term Disability* (STD) Insurance program. (Note: Disabilities due to pregnancy, childbirth, or other related medical conditions are also covered under this policy.)

STD benefits are not automatic; they must be properly applied for by the employee and approved by the insurer prior to the employee receiving any benefit.

A full-time employee who is unable to work (or anticipating an upcoming disabling condition) and thinks that he or she may qualify for STD should immediately notify his or her respective supervisor and department head. The employee should also request an *STD Claim Form* from the Human Resources Department.

This claim form must be fully and accurately completed, returned to Human Resources, and approved by the insurer prior to the employee's receiving any STD benefit.

The City and the insurer reserve the right to request supplemental medical information at any time during the STD period. Failure to provide such supplemental information within five (5) business days may cause suspension of benefit payments by the insurer until the information is received.

Waiting Period - Upon approval by the insurer and after a waiting period of twenty-nine (29) days from the onset of the disabling condition, the employee will be eligible to begin receiving a weekly benefit directly from the insurer.

During the twenty-nine (29) day waiting period, an employee must use (in order): (1) accrued sick leave and/or (2) accrued annual leave and compensatory time as necessary to cover the waiting period.

Amount and Duration of Benefit - An employee who is approved for STD will receive benefits equal to approximately two-thirds of his or her basic pre-tax weekly earnings at the time of the disabling injury/illness.

The maximum duration of the STD benefit is 26 weeks. If necessary, *Long Term Disability* coverage is available through the City upon approval of the insurer. (See *Long Term Disability Policy*)

Other Restrictions - An employee on STD will not be eligible for any increases in salary or bonus payments during the period of STD.

Note: Work-related illnesses or injuries are covered under the City's *Workers' Compensation Program*.

The city will continue all health care benefits for the duration of STD leave, provided the employee pays the employee's portion of the health care benefit premiums. Any employee on STD leave will be required to continue to pay health care benefit premiums during the time the employee is on leave,

by submitting to the city at the beginning of each month an amount equal to the monthly premiums that would have been deducted from the employee's pay were the employee not on leave. The city may cancel all health care benefits if the employee's premium payment is more than thirty days late if the city has provided fifteen days written notice to the employee prior to cancellation. The city will continue health benefits during these thirty days.

Return to Work - The City strongly encourages an employee on STD to keep his or her supervisor posted regarding his or her status.

At least three (3) workdays prior to returning to work, the employee must notify his or her department head of his or her intent to return; the department head should immediately notify the Human Resources Department in writing so that the employee can be placed back in payroll status.

Continued absence from work beyond your short-term disability period, as determined by your physician, may result in eligibility for long-term disability coverage. Should this occur, employment with the City will terminate. (*Reference: Long-term Disability Policy*)

In the event the employee fails to call or report for work following release to return to work, the employee shall be deemed to have voluntarily abandoned their position.