

**CHAPTER 9**  
**DISABILITY AND RETIREMENT UNIT**  
**REVISED APRIL 2017**  
**TABLE OF CONTENTS**

INTRODUCTION..... 9-3  
DISABILITY AND RETIREMENT UNIT..... 9-3  
    Disability Coordinators..... 9-3  
    Data Entry/Disability Benefit Processing ..... 9-3  
    Return-to-Work Coordinator ..... 9-3  
    Uniformed Reinstatement Coordinator ..... 9-4  
COMMUNICATION WITH DISABILITY AND RETIREMENT UNIT..... 9-4  
    Commander/Supervisor Contact ..... 9-4  
    Unusual Issues/Injury and Illness Case Management ..... 9-4  
    Employee Contact ..... 9-5

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 9

### DISABILITY AND RETIREMENT UNIT

1. INTRODUCTION. Disability and Retirement Unit (DRU) is under the Office of Risk Management. Disability and Retirement Unit is organized into four subject matter areas to assist departmental employees in: injury and illness case management, the timely and accurate provision of disability benefits, the return to work of employees unable to return to their normal job duties due to medical restrictions, and the reinstatement of uniformed employees.

2. DISABILITY AND RETIREMENT UNIT. Disability and Retirement Unit is comprised of the following subject matter areas:

a. Disability Coordinators.

(1) Assists commands and employees with management of industrial and nonindustrial injury and illness cases, limited-duty assignments, Department-ordered fitness-for-duty examinations, medical terminations, and workers' compensation and retirement benefits.

(2) Acts as departmental liaison with State Fund (SCIF), California Public Employees' Retirement System (CalPERS), Workers' Compensation Appeals Board, California Department of Human Resources, State Personnel Board, and other agencies involved in the workers' compensation and retirement processes.

b. Data Entry/Disability Benefit Processing.

(1) Responsible for documentation and entry of injury, illness, hazardous exposure, and retirement status information into the Department's Health and Safety System.

(2) Assures correct and timely processing of employee absences for payment of disability benefits.

(3) Processes and tracks retirement applications and documents income tax refund eligibility.

c. Return-to-Work Coordinator. The Return-to-Work Coordinator (RTWC) is responsible for overseeing the coordination of departmental resources for the management of employees with medical limitations in the attempt to return these employees to employment within the Department. Furthermore, the RTWC may act

as a resource when commanders are considering the pursuit of medical personnel actions (MPA) to include, but not be limited to, reasonable accommodations, medical transfers, medical demotions, disability retirement, and medical terminations. The RTWC may directly advise employees and performs highly complex technical work as it relates to the needs of medically disabled employees facing MPA. The RTWC acts as an advisor to management on personnel matters related to employee disabilities.

d. Uniformed Reinstatement Coordinator. The Uniformed Reinstatement Coordinator is responsible for coordinating both mandatory and permissive reinstatement requests for uniformed members and reviews reinstatement requests for specific nonuniformed personnel.

(1) A permissive reinstatement request is made when an individual wishes to return to the Department after a voluntary resignation. It should be noted that by law, all permissive reinstatement requests must be made within three years of the date of separation from the Department and may be approved or denied at the discretion of the Commissioner.

(2) Mandatory reinstatement requests are made directly to CalPERS by individuals who wish to return to the Department from an Industrial Disability Retirement. There is no time restriction placed on these types of requests for reinstatement; however, individuals must be capable of performing the 14 Critical Tasks and be under the maximum age of 60.

e. For a comprehensive outline of the reinstatement process, refer to Highway Patrol Manual 10.3, Personnel Transactions Manual, Chapter 3, Reinstatements.

### 3. COMMUNICATION WITH DISABILITY AND RETIREMENT UNIT.

a. Commander/Supervisor Contact. Commanders or their designees may contact their respective disability coordinators for advice and recommendations in managing injury and illness claims, fitness-for-duty and SCIF-ordered medical evaluation examinations, Physical Performance Program-related examinations, retirements, and Worker's Compensation Appeals Board hearings.

b. Unusual Issues/Injury and Illness Case Management. Commanders or designees should contact DRU regarding injury and illness cases that are unusual or urgent in nature, in order to raise significant issues or to cooperatively manage such cases. **This information should also be conveyed to SCIF.**

c. Employee Contact. Employees may contact DRU to discuss their injury or illness cases and/or obtain assistance relevant to retirement, vocational

rehabilitation, and processing of an injury or illness case. Employees with legal representation may be advised to direct their questions to their attorney.

THIS PAGE INTENTIONALLY LEFT BLANK