

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2105

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
AMENDING THE CODE OF THE MUNICIPALITY OF
MONROEVILLE, CHAPTER A366, ADDING AN AMENDMENT TO
THE EMPLOYEE HANDBOOK**

BE IT ORDAINED AND ENACTED, by the Municipality of Monroeville in Council assembled as follows:

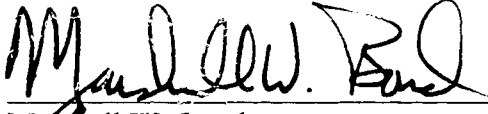
SECTION 1. The Municipality of Monroeville hereby adopts an amendment attached Exhibit "A" to the Municipality of Monroeville Employee Handbook for the purpose of adding the following:

1. Short Term Disability Policy

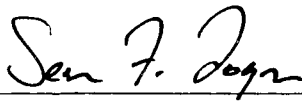
ORDAINED AND ENACTED this 9th day of February, 1999.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Marshall W. Bond
Municipal Manager



Sean F. Logan
Mayor

ENTERED INTO LEGAL BOOK: February 19, 1999

Short Term Disability Policy

POLICY: It is the policy of the Municipality of Monroeville to provide short-term disability compensation for illness or injury of a non-occupational nature, and for which worker's compensation is not paid, according to the following procedures. Short-term disability is defined as a period of disability which may be anticipated to last at least ten (10) calendar days, and not exceed twenty-six (26) weeks.

PROCEDURE:

1. Employee informs the Municipality of the personal disability/illness.
2. Employee has exhausted all accrued leave time as defined by the Collective Bargaining Unit Agreement.
3. Employee signs release for the Municipality and the **Short Term Disability Coordinator** to obtain medical information for this disability, as this information relates to the essential functions of the employee's job.
4. The **Short Term Disability Coordinator** will monitor all medical care, including, but not limited to; plan of treatment; office visits; medical procedures; hospitalization; referrals; and, physical condition of the employee, as this information relates to the essential functions of the employee's job.
5. The **Short Term Disability Coordinator** will coordinate the Return to Work Status, including facilitating modified and full duty.
6. The **Short Term Disability Coordinator** will keep the Municipality informed of the employee's medical progress on a regular basis, by both written and verbal reports.
7. The Municipality may require periodic medical examinations. These medical examinations may be performed for the following reasons:
 - A. At the time that the employee exceeds the norm of Best Practice Disability Duration Guidelines, or, in absence of that, the Average Length of Disability, according to the Official Disability Guidelines***;
 - B. The treating physician will not communicate, nor address questions, with the **Short Term Disability Coordinator**;
 - C. The employee will not communicate with the treating physician, or the **Short Term Disability Coordinator**;
 - D. The Treating Physician requests a medical examination by another physician;
 - E. The employee requests a medical examination by another physician; or,
 - F. A second opinion is required.

8. The **Short Term Disability Coordinator** will notify the Municipality, and arrangements will be made by **the Short Term Disability Coordinator** for an examination. If such an examination is required, it will be at the expense of the Municipality.
9. At some point, it may be necessary to request an independent medical chart review to validate medical treatment, recommend an alternate course of treatment, and recommend a Return to Work Plan. This will also be arranged by the **Short Term Disability Coordinator**.
10. This procedure will continue until the employee's return to work on full duty basis or at the end of six months, whichever occurs first.
11. The employee will continue to be paid at the rate of pay as dictated by the individual bargaining unit agreement.

*****Official Disability Guidelines, Length of Disability Data by ICD-9-CM from CDC (Centers for Disease Control) and OSHA (Occupational Safety and Health Administration) Plus NHDS (National Hospital Discharge Survey) Hospital Length of Stay, 1998, published by the Work-Loss Data Institute.**