



**GENESEE COUNTY ROAD COMMISSION
Human Resources Department**

MEMO

DATE: October 5, 2022

TO: All GCRC Salary At-Will and Exempt Employees

FROM: Fred Peivandi, Managing Director
Randy Dellaposta, Deputy Managing Director

RE: Revised Short-Term Disability Policy

Effective October 4, 2022, the Genesee County Road Commission (GCRC) Board of Commissioners adopted the revised Short-Term Disability Benefits Policy for all GCRC salary at-will and exempt employees.

Please be aware that the adopted revision of the Short-Term Disability (STD) Benefits Policy of October 4, 2022, will replace the existing policy as written in the GCRC Employee Handbook of November 2019.

The newly revised policy will not apply to any salary at-will or exempt employees currently on approved STD leave or who may have qualified for STD before October 4, 2022, under the previous policy.

To review and obtain a copy of the newly adopted policy in its entirety, please refer to the Employee Center section of the [GCRC website](#).

Thank you.

Short-Term Disability Benefit Policy

The Genesee County Road Commission offers an employer-funded short-term disability benefit to qualifying employees who are unable to work due to illness, injury, or disability unrelated to their employment, subject to all the applicable terms of this policy. The benefit available under this policy is intended to provide qualifying employees with a source of income replacement during periods of disability. This policy is intended to wholly and entirely supersede and replace the Short-Term Disability Benefits Policy contained within the Genesee County Road Commission Employee Handbook, revised in November 2019.

Any questions about short-term disability benefits or eligibility under this policy should be directed to the Finance/Human Resources Department.

Eligibility

In order to be eligible to receive short-term disability benefits under this policy, an employee must meet all of the following eligibility criteria:

- The employee must be an at-will employee.
- The employee must be working in a regular, full-time position.
- The employee must be working in a position classified as either nonexempt or exempt.
- The employee must submit medical certification documentation of their disability that meets all the requirements described in the applicable section below.
- The employee must not be receiving workers' compensation or disability pay under any other plan.

To become or remain eligible for short-term disability benefits under this policy, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Determination for eligibility and payment of benefits is a function of the third-party administrator and/or insurance carrier. Employees are bound by the terms and conditions of this policy, the third-party administrator, and/or the insurance carrier.

This policy is not intended to apply to employees working in job positions within Union-represented bargaining units. Bargaining unit employees' short-term disability benefits are determined by the collective bargaining agreement applicable to their unit.

Medical Certification Documentation

In order to begin a period of short-term disability leave, an eligible employee and their medical provider must provide medical certification documentation of the disability, which includes the start and expected end date of the disability. This certification documentation must be submitted to Benefits Coordinator and TPA (third-party administrator) or insurance carrier to determine benefit qualification based on the information provided in that documentation, together with the Road Commission's benefit insurer or third-party administrator. The certification documentation must be submitted in advance of the desired starting date of the short-term disability leave, or must be provided as soon as possible thereafter when advanced notice is impracticable. The benefit insurer or TPA will notify the employee whether he or she has been approved to receive short-term disability benefits under the terms of this plan. The Benefits Coordinator, TPA, and the insurance carrier will facilitate any questions from the employee during the short-term disability benefits under the terms of this plan.

An employee's eligibility to receive short-term disability benefits will end upon the expected end date of disability as indicated on his or her medical certification documentation, although eligibility for benefits may be extended (pursuant to all applicable terms of this policy) based on supplemental documentation. Upon expiration of approved short-term disability leave, the employee will have seven calendar days to either: 1) recertify the leave; or 2) submit a fitness-for-duty clearance and return to work. Employees who do not return from short-term disability leave on their documented disability end date and who do not submit recertification or fitness-for-duty documentation within seven calendar days of that end date are subject to disciplinary action, up to and including termination of employment.

Benefit Payment

Eligible employees may begin receiving short-term disability benefits after 14 calendar days of short-term disability leave. On the 15th calendar day of an approved short-term disability leave, the employee will receive 60% of the employee's base

wages for up to 52 weeks. Eligible employees on short-term disability leave shall use their annual 40 hours of call-in sick days, 40 hours of personal days off (PDO) time, and accrued vacation time to subsidize the 14 days for sickness and accident. If not available, a No-Pay day will be enforced.

Eligible employees on short-term disability leave shall be eligible for holiday pay at the prevailing rate of 60% of the employee's base wage. Determination for eligibility and payment of benefits is solely a function of the insurance carrier. Employees are bound by the terms and conditions of the carrier.

Once an employee returns to work after a period of short-term disability leave during which he or she received benefits, any subsequent periods of return to short-term disability leave within 60 calendar days of the return to work shall be considered to be the same period of disability for the purpose of the 52-week benefit cap. Any other absences from work during this 60-day period will extend that period in equal proportion to the length of the absence.

Benefits

Periods during which an employee is on short-term disability leave will be counted as "time worked" for the purpose of accumulating vacation credit only for the first thirty (30) calendar days of the employee's leave period.

Return to Work

Employees must return to work as soon as their licensed healthcare provider permits, as described on the employee's medical documentation documents, and consistent with the terms of this policy. An employee's annual FMLA leave entitlement shall be exhausted concurrently with any time spent away from work on any period of short-term disability leave, provided that the short-term disability leave also qualifies as a "serious health condition" under the FMLA.



Timothy Elkins
Chairperson



Fred Peivandi, P.E.
Managing Director

Adopted: October 04, 2022