

**ARTICLE 16
MEDICAL SEPARATION**

A. GENERAL PROVISIONS

1. The Chancellor or Chancellor's designee has the authority to approve medical separation in accordance with this Article.
2. Medical separation is a separation from employment when a Unit 18 faculty member is unable to perform the essential assigned functions of the Unit 18 faculty member's position, with or without reasonable accommodation, due to a documented disability. Except by mutual consent, a Unit 18 faculty member shall not be medically separated under this Article while on any approved leave.
3. Except as provided in A.4. below, a medical separation shall be based on:
 - a. a statement describing the essential functions the Unit 18 faculty member is unable to perform and a written review by the location's disability manager or appropriate University representative, determining that no reasonable accommodation exists without causing undue hardship to the University; and,
 - b. any pertinent medical information provided by the Unit 18 faculty member's licensed health care provider and/or the University's health care provider.
4. A medical separation may also be based on the Unit 18 faculty member's receipt or notice of approval for disability payments from a retirement system to which the University contributes, such as UCRS or PERS and a written review by the location's disability manager or other appropriate representative that the interactive process was conducted.

B. PROCEDURES FOR MEDICAL SEPARATION REVIEW

1. Prior to the initiation of a medical separation review, the Department Chair, Dean, or unit head, with the assistance of the campus Disability Management office (or equivalent), shall attempt to consult with the Unit 18 faculty member who is being considered for a medical separation review.
2. Thereafter and after consultation with the Disability Management office (or equivalent), and discussion with the Unit 18 faculty member, if possible, the Department Chair, Dean, or unit head may determine that a medical separation review should be initiated.

3. To initiate a medical separation review, the Department Chair, Dean, or unit head shall prepare, in coordination with the Disability Management office (or equivalent), a medical separation review file. The file should describe the essential functions of the position, those functions that the Unit 18 faculty member is unable to perform, the interactive process that took place to consider possible accommodations, and why reasonable accommodations were not possible or were unsuccessful; and it should contain any other pertinent documentation.
4. When requested by the University, the Unit 18 faculty member is responsible for providing the location's disability manager or other appropriate University representative with medical documentation regarding the Unit 18 faculty member's disability and how it limits the Unit 18 faculty member's ability to perform the essential functions of the job. The University may require that a University-appointed licensed healthcare provider examine the Unit 18 faculty member and/or confirm the documentation provided by the Unit 18 faculty member. In such a case, the University will pay the costs of the University-appointed health care provider.
5. After a review and recommendation by the Department Chair or unit head and the Disability Management office (or equivalent), the Dean shall decide whether to forward the file to the Chancellor or Chancellor's designee for a determination. If forwarding it, the Dean shall first send to the Unit 18 faculty member a copy of the medical separation review file with a notice of intent to forward the file to the Chancellor or Chancellor's designee and stating that the Unit 18 faculty member may respond verbally or in writing to the Dean within thirty (30) consecutive days of the date of the notice. Following a review of any such response, which shall be added to the review file, the Dean may decide to forward the file to the Chancellor or Chancellor's designee.

C. NOTICE OF INTENT TO MEDICALLY SEPARATE

When the University intends to medically separate a Unit 18 faculty member, the Chancellor or Chancellor's designee shall provide written notice to the Unit 18 faculty member of the intention to separate. The notice shall:

1. be given to the Unit 18 faculty member either by delivery of the notice to the Unit 18 faculty member in person, or by mail with Proof of Service;
2. state the reason for the medical separation, including:

- a. a description of the essential functions of the position that the Unit 18 faculty member is unable to perform, with or without reasonable accommodation, due to their disability or medical condition; and
 - b. provide an explanation of why the Unit 18 faculty member cannot be reasonably accommodated, including where applicable, whether reasonable accommodations were attempted and failed;
3. include copies of pertinent material considered; and
4. state that the Unit 18 faculty member or their representative has the right to respond to the notice of intent, either orally or in writing, and to whom, within thirty (30) calendar days from the date of issuance of such notice; and
5. state the proposed effective date of the action, which shall be no earlier than forty-five (45) calendar days from the date of this notice.

D. NOTICE OF MEDICAL SEPARATION

If the University determines that a medical separation is appropriate and that no reasonable accommodation can be made, the Unit 18 faculty member will be given written notice of the medical separation. The notice shall:

1. specify the effective date of the medical separation;
2. state the reasons for the medical separation;
3. the right to grieve; and
4. shall be sent by U.S. first class mail to the Unit 18 faculty member's home address on file with UC Path.

The University shall provide concurrent notice to the Union of notice of intent to medically separate a Unit 18 faculty member.