

## DISABILITY PENSION APPLICATION CHECKLIST

- Complete the Application packet with Metro Human Resources. Your department will be notified within 24 Hours of your application for Disability.
- Provide legible copies of ALL required personal documents (Page 7 in your guide)
- Complete **Medical Packet** and deliver it to the Public Health Department as directed in the materials. **Please contact Claire Cobb at 340-0467 with any questions concerning this material.**
- If eligible, complete and mail in your **Waiver of Premium** application to the Life Insurance Company.
- Communicate with your department, as needed to determine such things as your last day to report to work, how much accrued vacation and /or sick leave you have, and the projected date when all applicable leave time will be exhausted. **NOTE: If you are approved for a disability pension, you may not work past the board meeting that the approval is determined.**
- Report for your last day at work. You will begin “running out” your accrued sick and/or vacation until all time is exhausted. **NOTE: IOD disability pensions and requests do not have the option to exhaust any unused personal sick leave.**

## PROCESSING YOUR REQUEST FOR DISABILITY

- The Office of the Civil Service Medical Examiner (CSME), located within the Metro Public Health Department, will request your medical records from the various sources.
- Once all necessary medical records are obtained, the CSME will review your medical history. When the CSME has a recommendation, your disability request will be presented to the Metro Employee Benefit Board (MEBB) for their decision. The Benefit Board generally meets the first Tuesday of every month.
- You will be notified by mail of the date your disability request is being presented to the MEBB for decision. Though not required, you do have the right to attend this Board Meeting, and may choose to do so.
- Following the Board’s decision, an excerpt of the Board minutes will be mailed to you informing you of the MEBB’s decision concerning your request for Disability pension.
- If your request for Disability is **APPROVED**, Pension Services will calculate your pension. Your disability pension **cannot** be determined until BOTH of the following has occurred:  
**1) The MEBB has approved your request for Disability and 2) Your department has issued your final, active pay check.** Once both have occurred, it generally takes about 2-

3 weeks for the pension calculation to be completed. The Pension Representative will contact you to schedule your final appointment.

- If your request for Disability is **DENIED**, or if you have general questions about the Board's decision, you may contact Christina Hickey, MEBB Liaison, at 862-6675.
- Application for a disability pension does not guarantee approval. The CSME makes recommendation for approval or denial. The final decision is determined by the Benefit Board.

## CONTACT INFORMATION

Completing Application Requirements: **Antonia Whitfield** (615) 862-6640, Ext 72241 or FAX (615)862-6713

- Providing copies of personal documents
- Providing a voided check for Direct Deposit
- Connection of service
- Withdrawing your application for pension (Must be in writing or by email)

Your Medical Information/Status of your Request: **Claire Cobb** (615) 340-0467 CSME office

- Medical Records
- Status of case
- What board meeting
- CSME's recommendation

Disability Compliance Requirements: **Lori Meyer** (615) 862-6640. EXT 72273

- Return to work process
- Applying for Social Security (SSDI)
- Working outside of Metro while on disability
- Any other disability related questions

Metro Insurance Benefits or changes or your benefits: **HR Benefit Services** (615) 862-6700

- Medical, dental, vision, life, voluntary policies

Metro's Liaison to the MEBB: **Christina Hickey** (615) 862-6675