

SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION

GUIDELINES FOR DISABILITY APPLICATIONS SCHEDULED FOR BOARD OF RETIREMENT ACTION

I. PURPOSE

The purpose of these guidelines is to establish the process for handling disability retirement matters scheduled for action before the Board of Retirement. Generally, all matters before the Board will be heard in open public session; however, the Board recognizes that on a case by case basis it may be necessary to conduct business in closed session.

II. GUIDELINES

A. Applicants and/or their respective counsel will be notified by written communication of the date and time the Board of Retirement will meet to decide whether to grant or deny the application for disability retirement. The communication will be mailed by first class mail no later than seven (7) days before the scheduled meeting.

B. The communication will include the following:

1. Notice that the Board's deliberation and actions will be conducted in open public session
2. Applicants and/or their respective counsel may request that the matter be held in closed session
3. Request for closed session must be in writing and state a reason for the request
4. Requests must be received by 5:00 p.m. three (3) business days before the scheduled Board meeting
5. The Board will review requests for closed session during the open meeting and take a vote as to whether to grant the applicant's request

C. The agenda for the Board of Retirement meeting will include an item to consider and vote on request for closed session and will include the following statement:

NOTE: THE BOARD WILL CONSIDER AND VOTE ON APPLICATIONS FOR DISABILITY RETIREMENT IN OPEN SESSION WITH THE FOLLOWING EXCEPTION: THE BOARD WILL CONSIDER AND VOTE ON APPLICATIONS IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 WHEN THE APPLICANT HAS REQUESTED A CLOSED SESSION AND THE BOARD VOTES TO GRANT THE APPLICANT'S REQUEST.

D. Upon conclusion of the voting, the Board will immediately adjourn to closed session to hear matters approved for closed session

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REVIEW

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

HISTORY

June 17, 2004	Adopted, effective July 1, 2004
June 5, 2014	Reviewed, no changes except added Review Section