



---

**AUHR 7.09    MEDICAL LAYOFF**

**Rule**

After ORS 659A injured worker reinstatement rights, ADA and/or FMLA/OFLA rights have been exhausted, if applicable, the Auditor's Office may place any permanently appointed regular status employee on medical layoff. Medical layoff is appropriate for employees who cannot perform the essential duties of their regular assignment. An employee who is qualified and participates in vocational assistance shall not be eligible for medical layoff. If an employee is medically laid off and then participates in vocational assistance, the employee's name shall be removed from the recall list and the employee will no longer be eligible for recall.

This rule does not alter the City Auditor's right to terminate an employee for cause.

**Medical Information**

Determination of the suitability of positions and an employee's ability to perform the essential duties of the position, with reasonable accommodation if applicable, shall be based on medical information from the employee's treatment provider or other competent source.

The employee's manager shall have the right to gather appropriate and sufficient medical information for the purpose of making a recommendation on whether to medically lay off an employee. The City Auditor makes the final decision in consultation with the employee's manager and the Bureau of Human Resources and/or legal counsel.

If the employee refuses to provide the necessary medical information or sign a release allowing their treatment provider to provide the necessary information, the decision to layoff will be based on information that is available.

**Notice**

The Auditor's Office shall give an employee advance written notice of the intention to place the employee on Medical Layoff.

**Medical Layoff Process**

The Auditor's Office must notify the Bureau of Human Resources of the decision to medically layoff an employee. The Bureau of Human Resources will place the

employee on the Medical Layoff List for a period of up to five years, after which their name will be removed from the recall list and they will no longer be eligible for recall. If an employee is medically laid off as a result of a work-related injury or occupational disease, their name will be removed from the recall list once five years have passed from the date of injury, and they will only be eligible for recall during the five-year period following their date of injury. All consideration for potential recall will be subject to the [Administrative Rule for Layoff & Recall](#).

### **Reappointment Procedure**

During the period in which employees are on the recall list and eligible for recall, employees who have been medically laid off may notify the Auditor's Office of their intent to return to work. Employees must provide a written statement from their treatment provider stating they are released to return to work and can perform the essential functions of the position and include any requests for reasonable accommodations. This notification and release to return to work must be provided to the Auditor's Office within 90 days of the date of the employees' release to work by their treatment provider. Employees are released to return to work and do not provide timely notice will be removed from the recall list and will not be eligible for recall.

The City Auditor or a designee may request additional information or require an independent medical exam to verify the employee's ability to return to work. The employee will then be placed on the recall list for the classification that they held at the time of medical layoff. The procedure for re-hire will be guided by the [Administrative Rule on Layoff & Recall](#). Medically laid off employees' rights to recall expire five years from the date of their lay off.

---

### **Human Resources Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 7.09 Medical Layoff.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.