

I. PURPOSE

To communicate the Agency's provision of insurance coverage for employee claims of occupational injury or illness arising out of or during the course of employment.

II. POLICY

Every employee shall be entitled to Workers' Compensation benefits when he/she is unable to perform their job duties because of any injury or illness that is determined under state regulations to have arisen out of or during the course of employment.

III. PROCEDURE AND RESPONSIBILITIES

The Agency will post, in a conspicuous location in all facilities, a notice stating the name of the current employees' compensation carrier and the entity responsible for claims adjustment.

In the event of an injury or illness arising out of and in the course of employment, an Employee's Claim for Workers' Compensation Benefits Form must be completed by the employee and forwarded to the Agency's Workers' Compensation Program Administrator (TPA). A Supervisor's First Report of Injury or Illness must be forwarded to the TPA within twenty-four (24) hours of the illness/injury. Information on the form must include whether the employee was attended to by a physician, or other licensed medical practitioner, and if any loss of time from the job resulted. This report may be written or provided through telephone access to the TPA.

IV. BENEFITS

An injured employee qualified for benefits by the TPA and who is unable to work will be placed on a leave status and may choose to use certain accumulated compensated time off to provide differential pay to supplement benefits provided by Workers' Compensation. Differential pay arrangements vary by bargaining unit requirements.

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Workers' Compensation, Continued

Under State Workers' Compensation law there is a three (3) day waiting period for a receipt of benefits on an accepted claim of work injury or illness. Under certain bargaining agreement conditions the first three (3) days of absence may be charged to the employee's accrued but unused sick leave.

Benefits under Workers' Compensation are determined according to State law by the TPA and depend on type and degree of injury or illness. Information regarding these benefits is available in the Risk Management Department.

V. TEMPORARY MODIFIED WORK

If an employee is still disabled but able to return to modified work, department managers will make every reasonable effort to provide meaningful work assignments to all such employees based on business needs. The maximum length of the modified work program shall not initially exceed three (3) months.

There are three types of modified work available. They are listed in the order of preference below:

1. Return to the same job with restrictions.
2. For injured employees who cannot return on a full-time basis, return to the same job, but with fewer hours per day or fewer hours per week.
3. Return temporarily to a different job. This is the least desirable and will only be attempted if the regular job cannot be reasonably modified to meet the injured employee's medical limitations.

Accommodations may be possible on a short-term basis which would not be possible on a long-run basis.

Any additional training or rehabilitation required for disabled employees will be handled through the claims administrator.

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Workers' Compensation, Continued

NOTE: Employees with permanent disabilities may be eligible for review of reasonable accommodation under the American's with Disabilities Act. Please refer to Policy No. 021.1 for further information.