

02. PERSONNEL

2.20. Worker's Compensation

BOS Adopted – Jul 1, 2004

2.20.1. Employee Injury Reporting Process. Employees should follow the check list below following an injury or accident that occurred while on the job. For emergency worker's compensation claims, follow the same process except the employee should go to the emergency room facility for medical care.

- A. Advise supervisor of accident or injury immediately;
- B. Have supervisor complete quick fax form for submission to insurance company;
- C. Choose physician from the list of approved physicians and advise supervisor which physician you have chosen;
- D. Take quick fax form and appraisal of physical condition form to doctor's office for completion by doctor;
- E. After examination by doctor return all forms to supervisor.

2.20.2. Supervisor Reporting Process

- A. Supervisor should ask employee to choose a doctor from the County's list of approved physicians;
- B. Supervisor should have employee sign the Selection of Approved Physician form;
- C. Supervisor should complete the quick fax form and give to employee to take to the doctor's office;
- D. Supervisor should submit all completed forms to the Director of Finance.

2.20.3. Loss of Work Days

A. Worker's Compensation is provided to any employee who is injured or suffers a job related illness while on the job. The County pays the employee's full salary or wages for the first seven (7) lost workdays after the injury. If the employee is unable to return to work after seven (7) working days, the insurance carrier for worker's compensation shall pay the employee's salary or wages on a percentage basis.

B. All job related injuries/illnesses should be reported to the employee's supervisor immediately.

C. Lost work days due to a job related injury or illness shall be recorded as worker's compensation leave.