

PURPOSE

Workers' Compensation is a benefit program paid by the County which provides the employee with certain medical and lost income benefits if injured by accident in the performance of their job. It also provides benefits to your dependent(s) if you die as a result of the job-related accident/injury.

An employee may elect to receive compensation for accrued leave in lieu of workers' compensation.

Time spent on worker's compensation leave shall not be considered "hours worked" for purposes of leave accrual.

POLICY

There shall be a uniform and consistent process for a County employee to follow regarding a workers' compensation claim for an on the job accident, injury or illness.

PROCEDURE

Worker's Compensation/Accident Reporting Procedure

Injury Occurrence:

1. At the time of injury the employee should refer to the panel of physicians listed within each department to seek medical attention appropriate to the extent of injury.
2. The employee shall report any injury to their supervisor at the time of occurrence, no later than 24 hours after the injury.
3. The employee and/or supervisor shall report the injury to Human Resources as soon after the injury as possible.

Reporting Forms

1. After the injury has occurred the employee or their supervisor will complete a first report of injury (WC1). The circumstances surrounding the injury shall be detailed in the narrative. This form shall be completed within 24 hours of the injury.
2. A supervisor's investigation report will be completed within 72 hours after notification of the accident.

Medical Treatment

1. Fayette County has retained the services of a panel of local physicians. Primary care will be provided by this panel. The panel of physicians is listed in each department.

2. In the event of an injury/illness requiring treatment, the employee will select the physician from the panel of doctors. NOTE: County Insurance and Prescription Drug cards will not be used in the cases of Worker's Comp injuries or illnesses.
3. Employee obtains treatment and submits Medical Authorization form to Human Resources.
4. Follow-up examinations and referral to other physicians must be approved by the Personnel Department to insure that the physician/facility is approved by the County.
5. Employee is to complete Election to use sick leave/vacation in lieu of compensation form obtained in Human Resources.
6. Employee will submit an FMLA application to department for an on the job accident, injury or illness which requires an absence from work in excess of 3 days and department to forward to Human Resources, if applicable.
7. Employee will report their progress to Human Resources after each follow up treatment by means of a medical authorization treatment form that should be obtained at the time of doctor's appointment.
8. An employee will not be permitted to return to work before reporting to Human Resources and submitting a full duty release.

In the case that a full duty release is not obtained but the employee may return to work under a modified job duty, please refer to Fayette County's Alternative Work Duty Program.

Volunteer firefighters are covered under a separate County insurance policy administered by Volunteer Firemen's Insurance Services. Contact Human Resources to report injuries within 24 hours.

Failure to follow the guidelines set forth by the department and the county could result in the claim not being paid.