

	INTEROFFICE PROCEDURE	INTEROFFICE PROCEDURE APPLICATION: All Employees		
TITLE: Workers' Compensation	EFFECTIVE DATE 12/05/2017	SUPERCEDE	POLICY NUMBER IO-11	

DIRECTIVE

In accordance with the Workers' Compensation policy (HR-43), Washtenaw County Road Commission (WCRC) provides workers' compensation insurance to all employees, which provides specific benefits in the event of a work-related injury or illness occurring during the regular course of employment. Below are procedures for reporting and managing a workers' compensation claim.

REPORTING WORK-RELATED INJURIES/ILLNESSES

- A. An employee shall notify their supervisor immediately after a work-related injury/illness occurs, no matter how minor. The supervisor must then notify Human Resources.

MEDICAL TREATMENT

- A. If the injury is life-threatening or treatment cannot be delayed 911 must be called immediately or the employee should be taken to the nearest urgent care facility or emergency room.
- B. If an employee requires non-emergency medical attention, the employee must seek medical attention from a WCRC approved medical facility after obtaining an authorization from Human Resources.
- C. It is the supervisor's responsibility to accurately and completely fill out the *Incident Report* form in conjunction with the employee and return it to Human Resources within two (2) working days of the incident.
- D. If the injury/illness occurs after WCRC hours of operation, the employee shall obtain medical treatment at the nearest urgent care or emergency room. The employee must notify their supervisor as soon as possible after treatment.

RETURNING FROM THE PHYSICIAN

- A. The physician will give the employee a work status report form which will indicate whether the employee can return to work or whether there are job modifications or restrictions which must be made in order for the employee to return to work.
 - If the work status report indicates the employee can return to work without restrictions the employee may resume work immediately.

- If the work status report indicates that the employee should not be working the supervisor shall not permit them to resume work. The employee must be sent home immediately.
- If the work status report indicates the employee can return to work with restrictions the supervisor should contact Human Resources. Human Resources and the department head will determine if WCRC can accommodate the employee's restrictions. If modified duty is not available the employee will remain off on workers' compensation until they can return to work without restrictions or restrictions we can accommodate.

WORKING WITH RESTRICTIONS

- A. If an employee is permitted to return to work with restrictions and WCRC can accommodate it is the supervisor's responsibility to ensure that the employee only performs work within those restrictions.
- B. An employee will be paid for missed work time incurred due to travel to and attendance of injury-related medical appointments, including regularly scheduled, approved therapy. Hours used for this purpose should be charge to on-the-job injury. The employee is to use their personal vehicles for these appointments. The employee should make every effort to schedule appointments outside of work hours.

WORKERS' COMPENSATION

- A. If an employee is going to be off for more than seven (7) calendar days they must notify the Payroll Clerk to how they want to pay for their mandatory and voluntary deductions while on workers' compensation.
- B. While off on workers' compensation an employee must provide Human Resources with periodic reports of their status and intent to return to work.

RETURN TO WORK

- A. An employee must return to work no later than the next regularly scheduled workday after the expiration of the approved leave.
- B. Before returning to work, an employee will be required to provide a fitness for duty clearance from the treating doctor on or before the date the employee is scheduled to return to work.