

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

WORKERS' COMPENSATION

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State law provides that every employee of the County is eligible for workers' compensation for an injury or occupational illness arising out of or in the course of employment.

To provide for effective management of workers' compensation claims, the following procedures have been established.

- A. Incident Report/OSHA 101 Form: Whenever an employee is injured or suffers an exposure during the course of employment with the County, the employee shall complete an "Incident Report/OSHA 101 Form". The report shall be completed whether or not medical attention is required. The original incident report shall be forwarded to the Sandusky County Personnel Office as soon as possible and no later than twenty-four (24) hours after the incident.

- B. If the employee's injury requires "non-emergency" medical attention, the employee shall:
 1. Obtain a workers' compensation information card from their SCAA.

 2. Seek medical treatment at a BWC (Bureau of Workers' Compensation) certified provider, preferably Fremont Memorial Healthlink, where the FROI (First Report of Injury) will be initiated. If the employee seeks care from another provider other than Healthlink, it is that provider's or the employee's responsibility to initiate the FROI (First Report of Injury).

 3. If the employee wishes to seek medical treatment from their own medical provider, the employee should contact the Sandusky County Personnel Office to confirm whether such medical provider is BWC certified. If the medical provider is not BWC certified, the employee is responsible for payment of all medical expenses incurred, after the initial visit.

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4. Any subsequent medical treatment must be authorized by the County's Managed Care Organization or payment for treatment may not be approved.
- C. Serious Injury: In the event of a serious injury, the employee shall seek medical attention immediately and the employee's supervisor shall notify the SCAA at once, who shall contact the Sandusky County Personnel Office immediately so an investigation can be conducted.
- D. Time Lost Due to Injury:
1. The employee shall provide to the SCAA a written certificate from a licensed practitioner stating the nature of the injury and anticipated duration of the employee's absence from work. A copy of the certificate shall be forwarded to the Sandusky County Personnel Office immediately.
 2. Employees who are injured in the line of duty and must leave work before completing their work period will be allowed sick leave for the balance of time in the workday.
- E. Workers' Compensation Documents: Any workers' compensation forms or documents received from the employee, the employee's physician, the hospital, or the State concerning the claim, shall be immediately sent to the SCAA's Office who shall forward same to the Sandusky County Personnel Office.

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F. Wage Continuation/Modified Work Program:

1. Sandusky County, may in compensable claims, offer to continue to pay wages at the same rate of pay the injured worker was making at the time of injury. This rate will be multiplied by the usual number of scheduled hours per week. This compensation will be paid for a period not to exceed 12 weeks from the date of injury. The payment by Sandusky County will take the place of Temporary Total Compensation (TTC) payments by the BWC. Wage Continuation will be made only during the period of time that TTC benefits would have been paid. In most cases, the payments will immediately commence upon receipt of proof of disability and a completed claim application. The payments by Sandusky County will be taxable income to the employee and subject to the same tax withholding requirements as one's regular weekly wage.
2. Receipt of "**wage continuation**" will be in lieu of workers' compensation TTC benefits. The payment of medical benefits will continue to be the responsibility of the BWC.
3. If the period of disability exceeds 12 weeks, SANDUSKY COUNTY, **may**, solely at management's discretion, extend "**wage continuation**" payments for additional periods of time. Wage continuation payments beyond 12 weeks will be calculated at the same rate of pay the injured worker was making at the time of injury.

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4. Employees injured on the job will participate in Sandusky County's **Modified Work Program (MWP)**. The MWP allows an employee recovering from an on-the-job injury to work in a job which takes into account any specific limitations or restrictions the employee's physician may place upon the employee. In compensable claims, an employee will have seven (7) calendar days from the date of the offer to schedule an appointment to discuss the modified work program in further detail. Failure to contact the Workers' Compensation Coordinator within the seven (7) calendar days will be interpreted as a refusal by the employee to participate in the MWP. Refusal by an employee to accept available work under the MWP within the physician's work restrictions will end the employee's eligibility for compensation benefits through workers' compensation and/or the wage continuation program. The decision to place an employee in a MWP shall be made solely at the discretion of the Employer and shall be for a specified period of time agreed to in advance in writing. The length of the MWP may be extended for an additional specified period in the same manner.
- G. If the employee is deemed ineligible for injury compensation benefits by the Bureau, the period of absence will be deducted from the employee's sick leave balance. Employees may not receive sick leave and workers' compensation benefits simultaneously.
- H Employees shall sign a release of information which will allow the Employer to examine the employee's medical records and the employee may be required to submit to a physical examination by a physician of the Employer's choice for the purpose of establishing the validity of a claim.
- I. Health Insurance: The Employer will continue to pay its portion of an employee's medical insurance premium for up to thirty (30) days after an employee begins

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receiving workers' compensation benefits. If the employee is deemed eligible for Family and Medical Leave benefits due to the injury, medical insurance will be provided in accordance with the County's policy on Family and Medical Leave policy herein (Section 4.16).