



Compensation for Time Off Work For Work Related Injuries Policy

PURPOSE

Grand Traverse County strives to provide a safe and secure working environment for all employees. However, when a work-related injury or illness occurs (i.e. injuries and illnesses that arise out of, or are incurred in the course of job-related activities on behalf of the County), the County shall provide appropriate medical care and treatment to the injured worker through its Workers' Compensation Program. Human Resources is responsible for administering the County's Workers' Compensation Program.

Coverage is provided for all paid employees who are injured (including elected officials other than judges) or become ill while acting within the course and scope of their duties. Coverage begins automatically the first day of employment.

Employees who suffer on-the-job injuries and who must, as determined by medical information, miss time from work shall receive pay, in addition to the workers compensation payment, to bring them up to their regular take home pay for up to 36 months. This benefit may differ for those employees who are members of recognized unions, organizations, or associations.

POLICY & PROCEDURE

Reporting Procedures – Medical Treatment and Resumption of Work

1. Employees must report all injuries and work-related illnesses, regardless of severity, to their immediate supervisor and together with their supervisor, submit the incident in the myGTC task titled 'Report Safety Incident'. The submission should be completed immediately but no later than 24 to 48 hours after the incident. The fully completed report is routed to Human Resources.

Note: Injuries or illnesses that are not reported timely may become impossible to verify. This could cause delays in obtaining Workers' Compensation benefits or the claim may be denied.

2. Minor injury: If the injury can be treated through application of first aid techniques at the work location, the employee can return immediately to his/her normal duties.
3. More serious injury: If off-work location medical treatment needs to be sought, notify your supervisor and he/she will contact Human Resources, who will authorize an appointment for the employee with Munson Occupational Health & Medicine (MOHM) located at 550 Munson Avenue, (231) 935-8590. If an employee chooses to seek medical attention elsewhere, the employee will be responsible for any costs associated with the medical visit.
4. If immediate medical emergency services are required (example: loss of consciousness, extreme bleeding, serious or life-threatening injury), the employee may be taken directly to a hospital emergency room or supervisor may opt to arrange transport to an emergency room.

When an employee has been injured as the result of a potentially traumatic event (typically an assault and/or a potentially life-threatening accident) the employee may seek services from his/her personal physician rather than Munson Occupational Health & Medicine. This option should be discussed with the employee's supervisor if it does not delay the timeliness of the employee's ability to seek medical attention.

5. When Munson Occupational Health & Medicine is closed, an alternative is to use Munson Urgent Care North, also located at 550 Munson Avenue, which is open from 7 a.m. to 10 p.m. seven days a week. The pharmacy at this location may be used to fill your prescriptions in conjunction with Workers' Compensation claims. The Munson Community Health Center (MCHC) Pharmacy is open Monday through Friday from 8 a.m. to 8 p.m. and Saturdays from 9 a.m. to 6 p.m. and Sundays from 10 a.m. to 6 p.m.
6. If Munson Occupation Health & Medicine and Munson Urgent Care North are both closed and employee needs emergency medical attention before either of aforementioned clinics are open, employee's supervisor may authorize the use of a hospital emergency room. Human Resources should be notified.
7. Employee's supervisor will complete the top portion of the Medical Authorization (Form PER088) and employee must take the entire form (do not separate top from bottom) with the employee to the Munson facility the employee is treated. Failure to do so may delay processing of the claim. A copy of the doctor's instructions should be forwarded to Human Resources. Any invoices inadvertently mailed to the patient/employee should also be forwarded to Human Resources for payment.

Note: The healthcare provider completes the "Work Status Report"/Medical Authorization Form (PER088) with directions to the employee and his supervisor on required follow up including directions to:

- Return to work with no restrictions
- Return to work with restrictions (providing restrictions)
- Remain off work for a specified duration.

8. If the employee must be off work beyond the day of injury or if the employee returns to work with restrictions, a written statement estimating the length of disability is required. Human Resources may also require periodic medical information. Before the employee may return to work, he/she must have a written release from the doctor. If the employee is placed on restricted duty, a release to return to full duty must be submitted.

Return to work with Temporary Light Duty

An employee who may have been injured in the line of duty and appears to be eligible for Workers' Compensation coverage may be placed on temporary light duty status if:

1. The employee has a written physician's statement which states that the employee is physically eligible for light duty, and there is a favorable prognosis of returning to full duty status in the near future, and
2. If there is a position, job or duty available within the County which they have the ability to perform and which qualifies as light duty pursuant to the employee's physician's statement.

In the event that the provisions and requirements listed above have been met, the department head may then direct the employee to a light duty assignment within the department or with another department of the County. At the time, the employee will be taken off Workers' Compensation status

and will return to regular status with the County. A temporary light duty assignment in another department does not constitute a transfer to that position. The employee's original department is responsible for an employee's salary and benefits while the employee is working in a temporary light duty assignment with another department. An employee who refuses a light duty assignment which meets the requirements of the physician's statement may have their workers compensation pay terminated, and may have their employment terminated.

Temporary light duty status will be initially granted for a maximum period of ninety (90) days. After the initial 90-day period and after any subsequent 90-day period of temporary light duty, the employee's situation will be reviewed primarily in light of the following two factors:

1. Continuation of a favorable prognosis for full duty, based upon the physician's periodic examination and statement thereof, and
2. The continuation of availability of an appropriate position, job or duty within the department or County.

In the event that a subsequent medical evaluation indicates no possibility of future assignment to full duty, or in the event there is no longer a temporary duty available for the employee, said employee may be required to return to a Workers' Compensation status or be laid off from the County.

In any event, a complete medical evaluation and physician's statement will be required prior to any employee returning to full-duty status after having been off duty due to a duty-related injury.

Procedure for Employees with Permanent Restrictions

At such time as an employee's physical condition is deemed "permanent and stationary" and the condition requires permanent restrictions:

- The medical provider shall notify the Human Resources Department and the insurer. Human Resources will notify the supervisor.
- Positions within the original department shall be evaluated to determine if the employee's permanent restrictions will allow him/her to fill a different position, and/or if the original job can be permanently modified to accommodate the restrictions.
- Positions in other departments will be matched with the employee's skill set and permanent restrictions to determine if the employee could fill another position within the County.
- The duration of the new position must be at least 12 months.

Investigation of Work-Related Injuries/Illnesses

To prevent a recurrence of a work-related injury/illness, all parties must contribute to the investigation of the environment and circumstances which allowed the illness/injury to occur.

- a. Employee: The affected employee must provide accurate and detailed information to his/her supervisor and Human Resources.
- b. Witnesses: Any witness to the occurrence must provide all information they possess about the occurrence.
- c. Supervisor: The supervisor must examine all aspects of the occurrence including as applicable:
 - Had the employee been properly trained?
 - Were appropriate guards or warning signs in place?
 - Was appropriate personal protective equipment in use?

- What environmental issues contributed to or created a hazard?
- Were there unusual circumstances surrounding the event?
- Had there been similar occurrences which did or did not result in injury/illness?

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 4/92, Amended 7/99, 12/04, 7/19, 10/24