

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.24

WORKERS COMPENSATION

State law provides that every Board employee is eligible for Workers' Compensation for injuries arising out of, or in the course of, his or her employment. Guidelines for administering Workers' Compensation for Board employees are set forth below.

- a. Should an employee be injured during the course of employment with the Board, the employee shall report as soon as possible, but no later than the end of the employee's scheduled shift, to their immediate supervisor unless it is an emergency requiring immediate or ambulance transport to a medical facility.
- b. The employee's immediate supervisor will provide a Workers' Compensation packet which contains information, time lines, and instructions for completing Board and Workers' Compensation forms contained in the packet.
- c. Incident reports regarding the injury shall be completed by the affected employee and all witnesses and submitted to the immediate supervisor by the end of the workday. These reports and the results of an investigation of the alleged injury/accident conducted by the immediate supervisor shall be forwarded to the Board Workers' Compensation Coordinator.
- d. Should an employee require medical attention, the employee shall notify the medical provider(s) that the alleged injury occurred during the course of employment and that all charges are to be directed to the Bureau of Workers' Compensation for payment. Initial claim forms shall be completed by the attending physician(s) and the injured employee. A copy of the claim form shall be forwarded to the Board's Workers' Compensation Coordinator as one of the reports necessary for consideration of claim certification.
- e. The injured employee's immediate supervisor must be advised and continually updated when an absence occurs due to a work-related injury. Employees are responsible for providing their supervisor with a physician's statement identifying the nature of the disabling condition, the projected date of return, and periodic updates.
- f. An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.
- g. If the injured employee receives assault leave and subsequently receives wage reimbursement from Workers' Compensation, the employee must reimburse the Board for a portion of the wages paid for the leave.

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