



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 225	Approval Date: 3/23/21
Policy Title: Worker's Compensation	Effective Date: 8/14/14
Owner: Human Resources Committee	Revision Date(s): 3/23/21, 8/9/22, 6/25/2024, 01/14/2025

I. PURPOSE

The purpose of this policy is to provide guidelines to employees who experience a work-related injury or illness.

II. POLICY

- A. Eligibility for benefit continuation (ie health, dental, life, etc.) while receiving Workers Compensation benefits will be based on the employee's leave status under Federal Family and Medical Leave Act (FMLA), State FMLA, and/or County provided Medical or General Leaves of Absence.
- B. Benefit Accruals
Benefits do not accrue (ie: vacation, PTO, sick, etc.) while receiving compensation from the County's third-party Worker's Compensation Administrator including but not limited to: paid time off (PTO), vacation, and sick time.
- C. Worker's Compensation leave runs concurrently with Federal and State FMLA leave and/or County-provided Medical Leaves of Absence, if eligible, and is governed by the applicable Dodge County Policy.
- D. Employees will be paid regular base wages on the date of injury when seeking medical attention, or if directed by a medical provider, excused from work until the next scheduled shift. If an employee does not seek medical attention on the date of injury or report back to work as instructed, the employee will be required to use available paid time (i.e. PTO, sick, vacation, comp time, etc.) or may take time as unpaid for time missed on the day of the injury and during any waiting period statutorily required.
- E. Employees are not allowed to substitute any paid time off while receiving compensation from the County's third-party Worker's Compensation Administrator.

III. STANDARDS

- A. Employees must report any work-related accident, illness, or injury to their immediate supervisor or the Employee Health Nurse (Clearview) no later than 24 hours after the occurrence. Employee, if able, will call the 24/7 Nurse Triage Line 833-507-8121 for all injuries, even if not seeking medical treatment. Instructions and a Physician's Report will be

provided to the employee from Human Resources. The Nurse Triage may also provide the Physician's Report to the provider.

- B. If an injured employee seeks medical treatment, they must provide medical documentation immediately after the appointment or as soon as possible thereafter regarding work status (including if employee is released to full duty) to Human Resources. See also section F.
- C. Employees may use available sick leave, vacation, PTO or other paid leave to cover lost time not compensated by Workers Compensation benefits.
- D. Immediately after seeing a medical provider for re-evaluations, the employee is to return a Physician's Report to Human Resources or Workers Compensation Claim Adjuster.
- E. Employee must keep Human Resources, Scheduling (Clearview), and their immediate Supervisor informed of their status including the following:
 - 1. Date physician states return to work without restrictions.
 - 2. Date physician states return to work with restrictions and a list of the restrictions.
 - 3. Date of next re-evaluation date.
 - 4. Any change in condition or referral to another physician/specialist.
- F. Employees will return to work as scheduled.
- G. The consequences for employees who do not meet the above responsibility will be as follows:
 - 1. Employees who fail to report any work-related accident, illness or injury to the 24/7 Nurse Triage Line, their immediate supervisor, or the Employee Health Nurse (Clearview), will be subject to disciplinary action, up to and including discharge.
 - 2. Failure to return from Workers Compensation status as scheduled will be subject to disciplinary action, up to and including discharge.
 - 3. Employees who attempt to return without providing a fully completed Physician's Report on or before the date of return will not be permitted to work, will be placed on unauthorized absence and be subject to disciplinary action, which may include discharge.
 - 4. Employees who perform work duties outside of their work restrictions are subject to discipline, which may include discharge.
 - 5. Employees who fail to notify/update Human Resources, Scheduling (for Clearview), and their immediate Supervisor of work status are subject to disciplinary action, which may include discharge.
 - 6. Employees who are on unauthorized absence for three consecutive scheduled work days will be considered a voluntary termination.
- H. Questions and comments regarding this policy may be directed to the Human Resources Department.

IV. **OTHER**

- A. Dodge County uses a Third-Party Administrator to administer the self-funded Worker's Compensation benefit.
- B. Failure to properly follow outlined procedure could result in a denial of benefits.
- C. Filing a false claim could result in discipline, up to and including discharge.

V. **PROCEDURE**
See STANDARDS

VI. **GUIDELINES**
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