

Title: Worker's Compensation
Policy Number: 406
Effective Date: July 1, 2009
Revision Date: 2017
Authorized by: Board of Supervisors

POLICY:

It is the policy of Pottawattamie County to provide appropriate medical care to employees injured within the scope of their employment

SCOPE:

This policy is applicable to the following:

All employees responsible to the Pottawattamie County Board of Supervisors;

All employees responsible to a County elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

REPORTING A WORKPLACE INJURY:

In the event of an injury arising out of and in the scope of employment, Pottawattamie County will make every reasonable effort to ensure an injured employee is provided injury specific medical care. Employees should report any injury to their immediate supervisor immediately regardless of severity.

1. If the injury is an **EMERGENCY**, call 911 and/or take appropriate actions before contacting the Supervisor. Report accident or injury/illness to the Supervisor as soon as possible if unable to make immediate notifications.

2. For **non-emergent** injuries, employees should report the injury to their supervisor and then the injury will be reported to Company Nurse. Pottawattamie County participates in the "Company Nurse" on call reporting system for documenting workplace injuries and for obtaining medical assistance for the employee. A registered nurse will take the call and the employee will be provided with guidance and care advice and may be provided with a medical referral to the County's Occupational Health care provider. The employee and Supervisor should be present when making the call to company nurse if possible.
3. After company nurse has been contacted, the Supervisor shall contact the Risk Manager to report the injury.

MEDICAL CARE FOR WORKPLACE INJURIES

Iowa Worker's Compensation law gives the employer the authority to direct medical care for their employees. Medical attention for a work related injury is provided by CHI Health - Occupational Health Services – Mercy Hospital located at 715 Harmony Street, Suite 201 in Council Bluffs, IA. Employees are required to utilize CHI Occupational Health Services for work related injuries. Should an employee choose to receive medical attention from their own medical provider, the employee will be responsible for all costs incurred.

If the employee is referred to the County's Occupational Health care provider, the employee shall report within 4 hours to the clinic during normal business hours or Emergency Department, after business hours. In order to reduce the waiting time for the employee, the Supervisor shall contact the clinic to notify them that the employee is en-route (712-328-5550).

RETURN TO WORK:

If the employee seeks medical care as a result of a workplace injury, the employee shall adhere to the following procedures in order to return to work. No employee who seeks treatment from a medical provider may return to duty without first having been released by the medical provider.

1. If the medical provider orders the employee to be off work due to the injury, the employee shall deliver a copy of the medical provider's orders to their Supervisor. The employee shall notify their supervisor immediately if they are unable to return to work or if the employee is not able to perform their regular duties.
2. If an employee is released back to work full duty/.no restrictions by a medical provider, the employee shall deliver a copy of the doctor's release to their Supervisor.

3. Employees may be released to work on a restricted/modified duty basis. The Department Head will make every attempt to accommodate the restrictions. If the Department Head is unable to accommodate the restrictions, they shall inform the Risk Manager to see if work is available in another department.

COMPENSATION

The physician at the County's occupational health provider will determine whether or not the injury is work related and therefore compensable. If the injury is **not** deemed to be work related, the employee is responsible for all costs incurred.

If the injury is deemed worked related, the following compensation rules apply:

1. County employees injured arising out of and in the course of employment for the County, will receive their normal pay for the first three (3) work days of authorized absence following the injury. Thereafter, the employee may supplement his/her worker's compensation pay by utilizing sick leave to offset any difference between worker's compensation benefits and the employee's regular rate of pay. If sick leave is not available, the employee may supplement accrued vacation or any other appropriate accrued leave.
2. Employees shall accrue seniority related benefits while receiving worker's compensation benefits. (i.e. vacation, sick leave and other similar benefits)
3. When it is necessary for an employee to visit the County's occupational health provider for follow up visits or physical therapy in conjunction with a work related injury, the following will apply:
 - a. The appointments will be made during non-work hours.
 - b. These visits will not be paid as hours worked.
 - c. All appointments scheduled during work hours must be preauthorized by the Risk Manager. In the event an appointment is scheduled during work hours, they will be scheduled as close to the beginning or end of the shift as possible.
4. **Overtime:** All employees assigned any type of restricted/modified work duties by the County's occupational health provider will be ineligible for any overtime work during that time period.