

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.15 WORKERS' COMPENSATION INSURANCE

(ORC Section 4123)

I. Policy

The Scioto County Board of Developmental Disabilities contributes to the county's Worker's Compensation Insurance premiums. Therefore, a staff member who is injured on the job may be eligible for benefits. Eligibility is determined after the necessary papers are filed with the Human Resources Office.

- A. Sick leave, vacation leave, and personal leave may be used for an on-the-job injury or illness. However, sick leave pay and Worker's Compensation payments cannot be received at the same time.
- B. Employees being paid through Workers' Compensation or VocWorks do not accrue vacation leave, sick leave or retention points..
- C. Leave required by an at-work injury or job -related illness that result in Worker's Compensation benefits, may be designated as Family and Medical Leave if the employee is given proper notice. The two may run concurrently.
- D. A job-related injury/illness must be reported within twenty-four (24) hours of the incident, unless circumstances prevent otherwise. Reporting is done by completing an injury/incident report and submitting it to the staff member's supervisor. An injury/incident report must be completed regardless of the type or severity of the job-related injury/illness, and regardless of whether or not medical attention is required. The supervisor is responsible for notifying the Superintendent, or designee and Human Resources, about the incident within 24 hours.

II. Transitional Work Program

It is the intent of the Transitional Work Program (TWP) to provide a rehabilitative process in the case of extended work-related injury or illness. The TWP is for the temporary placement of employees who are unable to perform the essential job functions of their regular position for a limited period of time due to a work place incident. It is not an occupational goal, but an interim step in the physical recovery and re-conditioning of injured or ill employees.

Management will prepare a procedure outlining the selection criteria and any additional conditions needed to administer this program.