



POLICY MANUAL

Personnel – Miscellaneous

Workers' Comp. - Supervisor

Revised: 06-11-03

Code: 1 – 9 – 5

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5.0 Purpose: Provide Supervisors With Information on Worker Compensation Benefits for Safety Employees.

5.01 Scope: All Emergency Response Personnel.

5.02 **PROGRAM DISCRPTION**

The purpose of the City's Workers' Compensation Program is to compensate workers or their dependents for injury, disability, or death sustained in the course of employment. All employees of the City of Clovis are entitled to workers' compensation benefits when they suffer a work-related injury or illness. California Workers' Compensation Laws provide benefits to injured workers, which include medical care, temporary and permanent disability income, rehabilitation services, necessary medical supplies and death benefits to dependents. These benefits are available to employees as soon as the employee begins work - there is no waiting period or other conditions involved.

The City's Workers' Compensation Program covers part-time and temporary employees, student interns and police reserves, in addition to full-time, permanent City employees. Persons who provide the City with services on a volunteer basis, through temporary employment agencies, or through adult and juvenile offender programs are not covered under the City's Workers' Compensation Program.

The City's Workers' Compensation Program is self-insured and is administered by Pegasus Risk Management, P. O. Box 9069, Fresno, CA 93790-9069, 2547 W. Shaw Avenue, Suite 113, Fresno, (559) 230-2800.

In order for an injured employee to receive workers' compensation benefits in an efficient manner and for the City to avoid stiff penalties for non-compliance, it is imperative that supervisors follow proper injury reporting procedures. The following guidelines are designed to assist supervisors in handling Workers' Compensation injury claims.

5.03 **REPORTING WORKERS' COMPENSATION INJURIES**

When an employee is injured on the job, a supervisor's first concern should be to see that the employee receives proper first aid and/or medical treatment. Many job-related injuries are minor and only require first aid. However, even seemingly minor injuries may become serious if not treated promptly. Therefore all injuries will be recorded in the Injury Log.



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5.03 REPORTING WORKERS' COMPENSATION INJURIES – (Cont.)

Injury Log:

An Injury Log shall be kept at each fire station and major work area. A report of any injury must be entered in this log by the employee to whom the injury occurred, no matter how minor. Please note in the Injury Log if an Employee's Claim for Workers' Compensation Benefits form was filled out. The purpose of the Injury Log is to assure the employer/ employee of insurance coverage in the event more serious complications arise from an injury. If the employee does not seek medical attention, or if there is not a time loss, then the employee does not need to complete the paperwork for Employee's Claim for Workers' Compensation Benefits form.

An employee cannot simply take the rest of the day off and go home following a work-related injury. An employee who suffers a work-related injury and requests to leave work must obtain a physician's authorization.

If an employee suffers a work-related injury that requires professional medical attention, the employee's supervisor should follow these steps:

- A. Authorize the injured employee to be treated by the City's industrial medical provider, Valley Industrial & Family Medical Group, by completing a Treatment Order form (Attachment #1). This form is to be presented to Valley Industrial & Family Medical Group by the injured employee or his/her supervisor when arriving for treatment.

If an employee requires emergency medical treatment, he/she should be transported to the nearest hospital emergency room. The supervisor should authorize such emergency treatment by completing a Medical Service Order (Attachment #2). Be sure that this form is presented to the emergency room staff upon arrival. However, all follow-up treatment for emergency room care should be done at Valley Industrial & Family Medical Group, not at the hospital emergency room.

If you are unsure where to send an injured employee, which treatment authorization form to complete, or if you have questions concerning whether or not an employee requires medical attention, you should contact the Personnel Department.



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5.03 REPORTING WORKERS' COMPENSATION INJURIES – (Cont.)

- B. The Personnel Department should be notified of all work-related injuries as soon as possible, preferably before an employee receives medical treatment.
- C. Complete the [On-the-Job Employee Injury Report form](#) (Attachment #3) and forward it to your Department Head for signature. A copy of the unsigned form should be forwarded to Personnel simultaneously. This form must be completed within 24 hours of injury.
- D. Complete the [Employee's Claim for Workers' Compensation Benefits form](#) (Attachment #4). The first box should be filled out by the employee. The second box should be filled out by the supervisor. When these two boxes have been completed, a copy of the form should be handed to the employee. The report should be forwarded with the copy of the On-the-Job Employee Injury Report form to Personnel. This form must be delivered to Personnel within 24 hours of the injury.
- E. Each time the injured employee returns from the doctor's office or from physical therapy, he/she must present their supervisor with a Physician's After Care Instructions form. This form provides the City with important information concerning the employee's injury status, ability to perform his/her job, dates for follow-up medical treatment, etc. This form must be submitted to the supervisor immediately following treatment – before returning to work or before going home if temporary disability is assigned. The supervisor should call the information on the form in to Personnel, be certain that any light-duty restrictions are noted and followed, and forward the form to Personnel.
- F. After the supervisor has had an opportunity to discuss the injury with the employee, the supervisor should complete the [Employee Injury/Accident Follow-up Report: Supervisor](#) (Attachment #5). This report should be completed in the supervisor's own handwriting and signed. The follow-up report should be forwarded to the Department Head and Personnel as soon as possible, but not more than two (2) days after the injury.



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5.04 SELECTION OF A PHYSICIAN

As was mentioned earlier, employees with non-emergency work-related injuries should be sent to Valley Industrial & Family Medical Group for treatment. However, an employee may wish to be treated by his/her own personal physician for such injuries. To do so, the employee must provide the Personnel Department with a written notice stating his/her request, and the name, address and telephone number of their personal physician. This notification must be submitted to the Personnel Office BEFORE an injury occurs. The physician selected by the employee must be a licensed medical doctor or chiropractor who has treated the employees in the past and maintains the employee's medical records.

After an employee has received medical treatment/therapy, for a period of thirty (30) days, he/she may request a change of treating physicians. Such requests should be directed to the Personnel/Risk Manager.

5.05 TRANSPORTING INJURED EMPLOYEE

An employee injured in a work-related incident may be transported by another authorized employee to a Clovis medical treatment facility by a City vehicle in emergency situations or when the employee is unable to drive a vehicle due to his/her injury. An employee may not use a City vehicle for non-emergency medical visits or for follow-up doctor's appointments, physical therapy, etc.

The City will reimburse injured workers for mileage to and from doctors appointments and other travel related to an employee's work-related injury at the established rate. Contact the Personnel Office for mileage reimbursement forms ([Mileage Record](#) - Attachment #6).

5.06 LIGHT DUTY

A physician may return an injured employee to a light duty work assignment prior to releasing the employee to his/her regular work duties. A light duty assignment is one in which an injured employee is given a modified work assignment until the employee is capable of performing the full range of his/her normal work duties. It is the City's policy to provide light-duty work assignments to all injured employees until they can return to full work status.

While on light duty, an employee will receive their regular pay. However, if an employee has to go to a doctor's appointment or physical therapy session during the employee's regularly scheduled work shift, the employee will not be paid overtime pay for time spent in a doctor's office after the employee's regular shift. For example, an injured employee (working an 8:00 a.m. to 5:00 p.m. shift) cannot claim overtime pay if his 4:30 p.m. doctor's appointment lasts until 5:30 p.m.



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5.07 WORKERS' COMPENSATION MEDICAL BENEFITS

The City's workers' compensation program pays for all medical bills associated with an employee's work-related injury, including: doctor bills, hospital costs, physical rehabilitation costs, prescriptions, fees for lab tests, x-rays, etc. An employee should never receive a bill for expenses incurred as a result of a work-related injury or illness. However, if an employee should inadvertently receive such a bill, the employee or his/her supervisor should forward it to the Personnel Department immediately.

5.08 TEMPORARY TOTAL DISABILITY BENEFITS

Sworn safety officers who are temporarily unable to return to work due to a work-related injury will receive full pay income benefits. These benefits may be paid for up to one full year.

5.09 PERMANENT DISABILITY BENEFITS

If an employee is unable to return to work on a permanent basis due to a work-related injury, he/she will be eligible to receive permanent disability payments or a lump sum settlement. Permanent disability payments/settlements are determined by a formula established by the state legislature.

5.10 VOCATIONAL REHABILITATION BENEFITS

An employee who is permanently unable to return to his/her job due to a work-related injury may be eligible for vocational rehabilitation benefits. These benefits include payment for education and/or job training to prepare an injured worker for a new career. In addition, an injured employee may also receive vocational rehabilitation temporary disability (VRTD) benefits while attending school or while being retrained. VRTD payment amounts are based on a formula established by the state legislature.

5.11 INJURIES NOT COVERED BY WORKERS' COMPENSATION

Under certain circumstances, some work-related injuries are not covered under the City's Workers' Compensation Program. These exceptions include the following:

1. Injuries that are intentionally self-inflicted.
2. Injuries that result from an employee being intoxicated or under the influence of drugs.
3. Injuries resulting from a physical altercation in which the injured employee was the initial aggressor.



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4. Injuries caused by or sustained during the commission of a criminal act.
5. Injuries sustained during off duty recreational activities.
6. Injuries caused by an employee's "horseplay."
7. Injuries caused by or sustained during an employee's deviation from work duties. (For example, an employee who is injured while running a personal errand during a time when he/she is being paid for performing work for the City.)
8. Injuries resulting from attempting suicide.

If a supervisor has knowledge of or suspects that an Employee's Workers' Compensation Claim is the result of one of the above, they should contact Robert Ford in Personnel.

5.12 EYEGLASSES, HEARING AIDES, ARTIFICIAL LIMBS, ETC.

Occasionally, an employee will submit a claim for workers' compensation reimbursement for non-injury damages. Such claims may or may not be reimbursable under workers' compensation. For example, if an employee merely damages his/her glasses while on the job, the City's Workers' Compensation Program will not pay for repair or replacement of the damaged glasses.

If however, an employee damages his/her glasses during an accident that involves a work-related injury, replacement of the glasses is compensable. The same principle applies to hearing aides. In other words, in order for damaged eyeglasses or hearing aids to be compensable, an employee must also injure some part of his/her body. An employee has not sustained a compensable injury if all that is damaged is his/her glasses or hearing aid.

Damages to artificial limbs, dentures and medically-required braces are compensable. Because these items replace a normal body part, damage to them is compensable under workers' compensation regardless of whether there is an injury to the physical person of the employee.

The City's Workers' Compensation Program is designed to provide benefits to injured employees in a fair and expeditious manner. Supervisors of injured employees can assist in this process by following the guidelines stated herein. If you have any questions regarding workers' compensation benefits or procedures, contact the Personnel Department.



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Attachment 1-9-5a1 - [Treatment Order Sheet](#)

Attachment 1-9-5a2 - [Medical Service Order](#)

Attachment 1-9-5a3 – [Employee Injury Report](#)

Attachment 1-9-5a4 – [Workman's Compensation Form](#)

Attachment 1-9-5a5 – [Employee Injury/Accident Follow-up Report](#)