

Worker's Compensation

Any employee reporting a work-related injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state, and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of all employees to report immediately to their supervisor all work-related injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. The Employee Work Injury Report must be completed and submitted to the benefits specialist within 24 hours. If the form cannot be completed by the employee, the supervisor must complete the form for the employee. The supervisor must also complete a Supervisor's Investigation Report of the reported injury. Failure to report an injury or illness as required by state law and agency policy could result in loss or delay of compensation benefits and possibly lead to corrective action up to and including termination.

An approved medical treatment provider must be used for treatment of work-related injuries (exception: for a serious injury/illness needing immediate attention outside of clinic hours, seek treatment at the nearest Convenient Care, Urgent Care, or Emergency Room). Any treatment made at a non-approved AEA authorized treatment provider may not be considered compensable.

All required forms and the listing of approved medical treatment providers can be found on the IVisions portal under My Toolbox>Work Injury.

In the event the injury requires the employee to be off work for an extended period of time, employees will need to use sick leave for the first three days following the injury to get paid. The insurance company will not pay for the first three days of absence until after the employee's absence exceeds 14 days. The three-day period starts the day after the injury and includes weekends.

Workers compensation laws provide for a waiting period of three days before injured employees become eligible for wage replacement benefits. Employees will be covered for the period of disability to the limit allowed by under the state workers compensation law.

Wage replacement benefits are paid directly by the workers compensation insurance carrier. An employee receives a percentage of their salary as set by state law.

According to state law, a public employer shall not supplement an employee's workers compensation benefits by reducing the employee's applicable paid leave unless the employer first notifies the employee of the employee's options to supplement and the employee elects to so supplement. A signed document indicating the employee's option is required by the Agency.

Failure to return the completed form will result in the employee only receiving workers compensation pay during the time the employee is off work. The total of the combined workers compensation benefits and applicable paid leave benefits shall not exceed the regular earnings of the employee.

If the employee elects to use leave to supplement their workers compensation benefits, it is the responsibility of the employee to record their lost time using the online leave system. If the employee is unable to report the lost time, it is the responsibility of the supervisor to enter the leave for the employee.

The Board shall reimburse the employee for clothing or other personal property stolen, damaged, or destroyed in conjunction with assault or injury in the discharge of an employee's duties.

It shall be the responsibility of the Chief Administrator or designee to establish a Return to Work program for an employee that had a work-related injury or illness.

An employee who fails to return to work after being released by an approved physician may be considered to have resigned and may be terminated.

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