# Policy: HR – Worker’s Compensation

Purpose: To clarify the employee’s role as well as the company’s role when an employee is injured on the job.

## Policy:

If an employee is injured while on the job, or suffers an illness related to work, he/she may be eligible for compensation under Worker’s Compensation Insurance.

### Procedural Guidelines:

If an employee is injured while at work or while on company premises, no matter how slightly, the incident must be reported to a member of management immediately. All required paperwork must be received by Human Resources within 24 hours of the incident.

It is the responsibility of Human Resources to expedite all First Report of Injury forms within 24 hours of the injury. The company may provide transitional light-duty work for all injured employees with temporary restrictions, as soon as the physician assigns physical capabilities. In an effort to monitor safe working conditions while on temporary restrictions, light-duty assignments are to be performed only in designated locations as defined by Human Resources, between the hours of 7 a.m. and 4 p.m., Monday through Friday.

If an employee is released to work with restrictions, the company is not responsible for “holding” the shift for him/her. The company may offer the same or similar job with the same or similar duties upon release to full duty; however, the shift days or times may be different. Light/Alternative duty will be available for a period of no longer than six months. After six months, if the employee has not been released to full duty, without restrictions, [Company Name] reserves the right to terminate the employee.

[Company Name] requires all employees who suffer work-related injuries or illnesses to be seen by the designated occupational health care provider.

The [State] Division of Industrial Accidents directs that there be a five-day waiting period prior to payment of lost-time benefits. The first day of the waiting period is the first day that includes any lost time, whether paid by the company or not.

An injury will not prevent [Company Name] from disciplining an employee as would be done under normal company policies and procedures. Poor attendance, no call/no show, tardiness, etc. would still require disciplinary actions.

#### Maintenance of Benefits

[Company Name] will maintain health care; basic life insurance and/or dental benefits for the employee while on work-related injury leave, but the employee is responsible for paying his/her normal weekly contribution.

If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse [Company Name] for the cost of premiums paid for maintaining coverage during the leave period. In addition, employees will be required to pay for any voluntary insurance benefits that they may have while on Leave under the Family and Medical Leave Act. If an employee fails to pay his/her portion of the benefit deductions, all coverage will be terminated and the employee will be offered to continue benefits under COBRA. After 12 weeks of leave, employees will be required to pick up COBRA health and/or dental coverage.

## Associated Forms:

COBRA Model Notice

COBRA Model Election Notice

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_