



JOB RELATED INJURY & WORKERS' COMPENSATION

INDEX CODE: 702
EFFECTIVE DATE: 06-16-09

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I. GENERAL INFORMATION

For exposure to Blood borne Pathogens, see Index Code 703. Non-emergency medical treatment will be provided at a County-approved treatment facility, or by the employee's personal physician. The use of hospital emergency rooms is limited to injuries requiring emergency treatment, or when other treatment facilities are closed.

II. EMPLOYEE RESPONSIBILITIES

When an employee sustains a job-related injury, the immediate supervisor will be notified as soon as possible. Take the "*Workers' Compensation Medical Authorization Form*" provided by the supervisor to the County-approved treatment facility, and return it to the supervisor after it has been completed by the physician. A written report is required, see Index Code 2201.

III. SUPERVISOR RESPONSIBILITIES

The supervisor must complete the top section of the "*Workers' Compensation Medical Authorization Form*" to accompany the injured employee to a medical facility. The supervisor is responsible for completing a "*Workers' Compensation Incident Report Form*." *The supervisor must fax the completed back page of this form to Risk Management at 410-222-7640. The original form must then be forwarded, via chain of command, to the Police Personnel Section.* In cases, when the employee is incapacitated by their injury, the supervisor will ensure that the employee's responsibilities listed above are completed.

Supervisors must ensure that the following required reports are completed and forwarded appropriately, via the chain-of-command:

A. Injury While On the Job

- 1. Incident Report (Central Records)
- 2. *Workers' Compensation Medical Authorization Form (send original to Police Personnel)*
- 3. *Workers' Compensation Incident Report Form (fax copy to Risk Management and send original to Police Personnel)*
- 4. *Complete STARS Web Application to obtain claim number*

B. Damaged Vehicles or Injury Involving County Vehicles
(See Index Code 1503 for guidelines)

If an officer is involved in a vehicular accident, then a separate claim number must be obtained from the STARS website. One claim report will be for the damaged vehicle/accident and the other claim report will be for the injury to the officer. Send the vehicle accident or damage report to Police Personnel.

IV. POLICE PERSONNEL

Police Personnel is responsible for receiving and reviewing forms completeness and accuracy, and for forwarding completed forms to Risk Management and maintaining copies on file.

V. RISK MANAGEMENT

Workers' compensation claims are processed by the County's Risk Management Division. Reimbursement for wage loss due to a compensable job-related injury/illness is established by the Maryland Workers' Compensation Commission. Reimbursement for lost days must be approved by Risk Management before incorporation into Police Department leave and payroll records.

- A. Police officers whose claims are approved by Risk Management may choose from a number of compensation options as provided by Article 8, Section 1-309 of the Anne Arundel County Code.
- B. Civilian employees whose claims are approved by Risk Management may choose from a number of compensation options as provided by Article 8, Section 1-308, of the Anne Arundel County Code.

Upon receipt of the employee's first report of injury, Risk Management will conduct the necessary investigation into the job related illness/injury and communicate with the employee and explain procedures and compensation options.

VI. ANNUAL LEAVE

As the result of an absence due to workers compensation claim, an employee may not have the ability to use all available annual leave. It shall be the responsibility of the employee to review their annual leave balances, with their timekeeper, by the first of December each year to determine if any "use or lose" annual leave may be lost at the close of the calendar year. If the employee has reason to believe that annual leave may be lost, he/she should contact the Police Personnel Section for verification and resolution.

VII. REPORTING OF OCCUPATIONAL FATALITY OR MULTIPLE HOSPITALIZATIONS

A. The Maryland Occupational Safety and Health Standards requires employers to report an occupational fatality, an incident where three (3) or more employees are hospitalized and any death that occurs at work, *or off-duty*, as a result of a heart attack. The report must be submitted within eight (8) hours. To accomplish this reporting requirement the employee(s) immediate supervisor must notify County Risk Management as soon as possible when a reportable incident has occurred. During normal working hours this can be accomplished by calling the Risk Management Office at 410-222-7630. After normal working hours, on weekends, and holidays this can be accomplished by calling 410-533-1529. The following information should be provided: 1) location of incident; 2) time of incident; 3) number of fatalities or hospitalized employees; 4) names of employees if available; 5) contact person and phone number; and 6) brief description of the incident.

B. The above reporting requirements also cover Volunteers in Police Service (VIPS) and Reserve Officers.

VIII. WORKERS' COMPENSATION GUIDELINES FOR ACCURATE TIMEKEEPING

The following information regarding absences due to Workers' Compensation injuries/illnesses is provided to ensure accurate timekeeping.

A. *When Risk Management schedules a medical evaluation (IME) for an employee during working hours, the employee is excused for the appointment and is not charged annual/disability leave.*

B. *When Risk Management schedules a medical evaluation (IME) for an employee during non-working hours, the employee is entitled to overtime or compensatory time.*

C. *When an employee attends a medical evaluation during working hours that was not scheduled by Risk Management, the employee is charged annual/disability leave.*

D. When an employee attends a medical evaluation during non-working hours that was not scheduled by Risk Management, the employee is not eligible for overtime pay or compensatory time.

E. When an employee attends therapy during working hours, the employee is charged annual/disability leave. When an employee attends therapy during non-working hours, the employee is not eligible for overtime pay or compensatory time.

F. When an employee attends a Workers' Compensation Hearing during working hours, the employee is excused for the appointment and is not charged annual/disability leave.

G. When an employee attends a Workers' Compensation Hearing during non-working hours, the employee is eligible for overtime pay or compensatory time.

IX. PROPOSER UNIT: Personnel Section.

X. CANCELLATION: This directive cancels Index Code 702, dated 08-01-05, and Written Directive Memoranda 01-035 & 05-056.