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| <p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE</p> | <p>AD NO. 03.17 DATE: December 14, 2022 SUBJECT: Personnel TITLE: Workers Compensation FOR PUBLIC RELEASE: Yes</p> |
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- I. Reference: MCCS .08A, .08E; ADs 01.04, 03.06, 03.09, 03.12, 04.01, 04.02, 04.03, 08.04; Anne Arundel County Code Article 6, Sections 1-311 and 312; Employee Relations Manual H-05, I-01; www.askanne.aacounty.org/employee-relations-manual.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish policy and procedure concerning accidents and Workers' Compensation Claims on behalf of AACDDF employees.
- IV. Policy and Procedure:
 - A. Reports shall be filed pursuant to Workers Compensation Claim Procedures, www.askanne.org/services-programs/?id=40613. All injuries, no matter how minor or significant, shall be reported in accordance with this Directive. Completed forms shall be submitted to the Management Assistant II (MAII)-Personnel, who maintains a copy for the file and forwards to the Office of Risk Management.
 - B. Medical Certification:

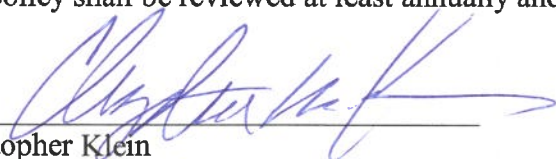
For all time lost from work, the employee must provide a physician certification. The Authorization for Initial Doctor or Hospital Treatment Form shall be accepted for only the first two (2) weeks. The employee shall provide his/her Supervisor with physician's certification for all additional time lost.
 - C. Employee Return to Work After Injury:
 1. Supervisors shall not permit employees to return to work after an injury without a physician's certification/authorization.
 2. If the employee has been out of work for an extended period or returned to work while on medication, the Supervisor may request the employee be given a physical before returning. This shall be coordinated through the MAII-Personnel.
 3. Every effort shall be made by all departments to enable injured employees to return to work on a light duty status when they will not be able to return

immediately to full duty. Their request for light duty shall be approved or disapproved by the Superintendent or his designee.

D. Management of Personnel

1. Non-uniformed personnel injured in the line of duty shall be managed in accordance with Article 6, Section 1-311 of the County Code and the Employee Relations Manual, Sections H-05 and I-01.
2. Uniformed personnel injured in the line of duty shall be managed in accordance with Article 6, Section 1-312 of the County Code and the Employee Relations Manual Sections H-05 and I-01.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: DCR No. 40-19 dated April 15, 1991
AD 03.17 Dated September 20, 2004