

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0632 (HR) Subject: Workers Compensation
Effective Date: 06-30-02 Last Revision: 02-03-2025
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Urban 2/4/25 Date Julie Sprague 2/3/25 Date
Superintendent, WCBDD Department Director/Coordinator

1. State law provides that every employee is eligible for Workers Compensation for injuries arising out of, or in the course of, his or her employment. Guidelines for administering Workers Compensation are set forth below:
 - A. Should an employee be injured during the course of employment, the employee shall immediately notify his/her supervisor and shall complete the Workers' Compensation/PERRP Accident/Injury Investigation Report. These reports shall be completed, regardless of the apparent seriousness of the injury, and regardless of whether medical attention is required. Such report shall be forwarded by the end of the shift or within 24 hours to the Human Resources Department.
 - B. Should an employee's injury require medical attention, employees should go to Employer Services at Falcon or Wood County Hospital ER. The injured employee shall notify the attending physician that the injury occurred during the course of employment. Workers Compensation claim forms shall then be completed by the attending physician and the injured employee and then forwarded to the Human Resources Department for certification. The Human Resources Department will forward information to Wood County's Risk Coordinator for further investigation and/or certification.
 - C. Upon approval by the Bureau of Workers Compensation, a claim number will be assigned and mailed to the injured employee. The injured employee shall notify the attending physician that all professional medical charges be directed to the Bureau of payment with such claim number.
 - D. The Human Resources Department must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing the Human Resources Department with a physician's statement identifying the nature of the disabling condition and the projected date of return. The Human Resources Department will follow Transitional Work Program procedure 02-ALL-ALL-0560 based off The Physicians Statement.
 - E. Employees who are injured in the line of duty and must leave work to obtain medical treatment before completing their scheduled workday shall be granted paid administrative leave for the remainder of the shift if the time is needed for medical treatment.
 - F. An injured employee may elect to use accrued sick leave and vacation leave prior to receiving payment from Workers Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers Compensation.
 - G. Any occupational injury or illness that results in an employee fatality, in-patient hospitalization, amputation, or loss of an eye must be reported to the Occupational Safety and Health Administration (OSHA).

References: Basic Information for Employees Workers' Compensation Benefits and Instructions for Filing a Claim
Workers' Compensation/PERRP Accident/Injury Investigation Report

Policy: 01-ALL-ALL-0106

Procedure: 02-ALL-ALL-0560

Reviewed: 02/03/2025

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