

**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
WORKERS' COMPENSATION LEAVEBENEFITS		PERSONNEL	
Effective Date:	Number:	Page:	
July 1, 2006 August 2, 2012	2-13	1 of 3	
Res. No. 1442 1442 , 6/8/2006 6/8/2012			
Supersedes:		Approved By:	
September 23, 2002 July 1, 2006		Larry Tarkowski	
Res. No. 1117 1442 , 8/22/2002 6/8/2006		Town Manager	
Date: _____/S			

1.0 POLICY

- 1.1 In accordance with the Arizona State Workers' Compensation Act, the Town of Prescott Valley covers its employees against injuries, illness or disease occurring in the course of Town employment. The law provides for payment of medical expenses and, under certain circumstances, for compensation for loss of income. If an employee is absent from work as a result of any injury, illness, or disease that is covered under the State of Arizona Workers' Compensation Act, the absence is considered industrial accident leave.

2.0 PURPOSE

- 2.1 The purpose of this policy is to establish a procedure for reporting and ~~following up determining~~ **on-the-job**-related injuries, illnesses or diseases.

3.0 APPLICABILITY

- 3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

- 4.1 Arizona State Workers Compensation Act
- ~~4.2~~ **4.2** A.R.S. §38-961
- ~~4.24.3~~ **4.24.3** Temporary Modified Duty Policy
- ~~4.34.4~~ **4.34.4** General Leave Policy

5.0 REPORTING REQUIREMENTS

- 5.1 Employees must immediately report every ~~on-the-job~~ **on-the-job**-related injury, illness or disease to their supervisor. The supervisor must, in turn, report the incident to ~~Human Resources~~ **Human Resources** within twenty-four (24) hours. ~~The supervisor, in~~

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~~5.1~~ cooperation with Human Resources, will determine if outside medical care is necessary. Authorization for medical treatment is required to assure payment.

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~~5.1.5.2~~ During the period of time that an employee is absent from work the employee must contact their supervisor and Human Resources as agreed upon and always after each appointment with the treating health care provider to update the Town on the status of their condition and the projected return to work date/time.

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~~5.2~~ Employees qualifying for, and receiving, workers' compensation may be eligible to receive the equivalent of their normal rate of pay as described in Section 7.0.

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Comment [KR1]: Moved to 6.1

~~5.5.3~~ Unless they are physically unable, employees who will be absent from work for more than seven (7) calendar days as a result of any injury, illness or disease covered under the State of Arizona Workers' Compensation Act must:

~~5.5.1.5.3.1~~ Contact ~~human~~ Human Resources to discuss coordination of workers' compensation (WC) lost-wages -income with ~~accrued leave~~ any Town supplemental benefits and the continuation of the employee's health, dental and any other voluntary benefits.

~~5.3.2~~ Keep their supervisor and human resources informed of their condition and location on a weekly basis.

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Comment [KR2]: Replaced with 5.2 as notification is required regardless of length of absence and needed following every doctor appointment.

~~5.3.3~~ 5.3.2 Permit the Town to designate a treating physician to make any necessary medical examination.

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~~5.3.4~~ Provide a written release to return to work, for either light duty or full duty, from a qualified treating physician.

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Comment [KR3]: Moved to 8.1 Return to Work

6.0 **COMPENSATIONSUPPLEMENTAL BENEFIT PAY**

6.1 Employees qualifying for, and receiving, WC lost-time wage replacement benefits may be eligible to receive the equivalent of their normal rate of pay as described below when physically unable to return to work for the Town in any capacity, including temporary light duty assignments as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town directly or through its WC insurance provider. The employee's inability to work in a capacity assigned by the Town, including inability to work temporary light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible for WC and the Town's supplemental benefit plan (SBP).

6.1.1 When a full-time employee must miss work due to an on-the-job injury or illness, the employee shall receive 100% of their salary, less taxes, all voluntary deductions on the part of the employee, and any WC lost-wages pay until the employee is released to return to their regular job, temporary light duty, or for six (6) months from the date the employee receives their first WC lost-wages payment, whichever period is shorter. During this time the employee's general leave bank will be maintained to neither increase nor decrease.

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~~6-16.1.2~~ When a regular part-time or temporary/seasonal employee must miss work due to an on-the-job related injury or illness, the employee will not receive any compensation in addition to WC benefits paid. Upon qualifying for WC Workers' Compensation benefit lost-wages payments ("WC") an employee may use other earned time off to supplement WC pay by agreeing to endorse WC payments to the Town. Such supplemental pay, when combined with WC pay, shall not exceed one hundred percent (100%) of an employee's regular base salary. Upon exhaustion of all available paid time off, the employee will discontinue endorsement of WC payments to the Town and WC benefits will continue per the plan guidelines.

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Comment [KR4]: Moved from 7.1.1

Comment [KR5]: Moved from opening of 7.1.2

~~6-2~~
~~6-16.2~~ Compensation shall not be paid for the first seven (7) calendar days after an on-the-job related injury. If the incapacity extends beyond 7 seven days, compensation shall begin on the eighth (8th) day after the injury. If the incapacity extends beyond two (2) weeks, compensation shall be computed from the date of the injury. State law establishes the amount of compensation.

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~~6-26.3~~ The employee may be eligible for payment of time lost on a regularly-scheduled workday to attend a medical examination or treatment required by the Town or the Town's representative. Payment will not be made for any time spent with the medical provider in excess of the regularly-scheduled workday. The employee must be working in an active or restricted duty status to be eligible for payment of lost time.

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7.0 LEAVE-WC BENEFITS

7.1 Coordination of Leave Benefits will be administered by Human Resources. As the SBP Administrator, the Human Resources Director will receive all requests for plan benefits, the circumstances surrounding the injury, employee eligibility for WC and any relevant information needed for decision making by the Town. Within 30 days of receipt of the incident report the SBP Administrator shall provide the employee with written determination of benefits under this plan.

~~7.1.1~~ Upon qualifying for Workers' Compensation benefit payments ("WC"), an employee may use other earned time off to supplement WC pay by agreeing to endorse WC payments to the Town. Such supplemental pay, when combined with WC pay, shall not exceed one hundred percent (100%) of an employee's regular base salary.

~~7.1.2~~ Supplemental pay shall be applied in the order that follows:

- ~~1st~~ hours from the employee's banked personal sick leave account
- ~~2nd~~ comp time hours available
- ~~3rd~~ accrued, unused general leave.

7.2 Continued payment of the Town's employer portion of premium for health care benefits as was paid pre-injury and/or as is paid for other similarly enrolled employees will be made during SBP. The employee remains responsible for paying the same portion of his/her health care benefits as was paid pre-injury and/or as is paid by similarly enrolled employees.

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- 7.3 ~~Upon exhaustion of all available paid time off, the employee will discontinue endorsement of WC payments to the Town and WC benefits will continue per the plan guidelines. Retirement contributions will cease. It is the responsibility of the employee remains responsible for all voluntary deductions and to arrange repayment with Human Resources in the event their pay does not cover said obligations, for dependent coverage or any other deductions normally taken from the employees' paycheck.~~
- 7.4 ~~To the extent the employee is eligible for and receives salary or benefit changes while receiving benefits under this plan, the plan benefits will be adjusted accordingly. Such changes may or may not benefit the employee.~~
- 7.5 ~~Failure to cooperate and comply with the health care provider and/or treatment plan, or cooperate fully with the Town, SBP Administrator and others working to coordinate WC benefits may be cause for discipline.~~

8.0 RETURN TO WORK

- 8.1 ~~In order to return to work the employee must provide a written release from the employee's treating physician that indicates either in order to return to work. The employee may return to work under the release categories referenced in Section 5.0 of the Temporary Modified Duty policy.~~
- 8.1.1 ~~Restricted Duty: An employee who has not been released to full duty will be placed in a temporary light duty assignment to the extent possible in accordance with their doctor certification and Personnel Policy 2-11, Temporary Modified Duty. Employees returning to work in this case are required to work within their restrictions at all times. If temporary light duty is available and the employee chooses not to return to work, they will become ineligible for continued WC benefits.~~
- 8.1.2 ~~Full Duty: An employee can return to work at their regular position when no restrictions are indicated by the treating physician as provided by their written approval based on the employee's job functions. If an employee chooses not to return to work at their regular position after receiving said approval, they will become ineligible for continued WC benefits.~~
- 8.1.2 ~~An evaluation and prognosis will be requested from the treating health care provider or IME expert for any employee on WC leave who is unable to return to regular duties as appropriate. A decision will be made at that time regarding how long the individual's position can be held open, and a determination regarding the employee's ability to return to work and/or continued employment will be determined in accordance with all applicable laws.~~