

**Category:** 300

**Number:** 387

**Policy:** WORKER'S COMPENSATION

**Purpose:** The purpose of this policy is to define and serve as primary document for Worker's Compensation.

**Authority:** St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

**Application:** This policy speaks primarily to Appointed or Designated members serving on County boards, commissions or other like bodies, County Officials and Confidential and Non-Union Employees (CANUE). Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

**Responsibility:** The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

When an employee is injured during his or her scheduled working hours or suffers an occupational illness, the incident must be reported to a department head and/or supervisor as soon as possible. The department head and/or supervisor shall immediately contact the Human Resources department and complete an accident report on the form provided by the County.

The Human Resources department will inform an employee of requirements to be followed for processing a claim for benefits within one (1) business day of receiving notice from the Supervisor and/or employee of a work related illness or injury. Worker's Compensation is governed by State Law and Board Policy and Procedures, therefore, is subject to change.

Upon receiving the accident report, the Human Resources department will:

- Coordinate an employee's medical examination and treatment if necessary.
- Provide notice and a full report to the Worker's Compensation carrier of a reported workplace related illness or injury.
- Maintain a complete record of the accident/incident along with all informational materials.

The Human Resources department or the Worker's Compensation carrier may conduct its own investigation of the illness or injury from which a determination may be made about the disposition of the claim. It is the policy of the Human Resources department to inform the department head and/or supervisor and the employee of all developments in the disposition of the claim.

### **Employee Compensation**

The County shall provide the employee the opportunity to supplement Worker's Compensation pay from accrued sick time when on a leave of absence due to a work related illness or injury. The supplemental compensation shall provide the difference between Worker's Compensation and the employee's normal pay minus federal, state, local and F.I.C.A. taxes. The supplemental compensation shall be deducted from the employee's accrued sick time but in no case exceed the employee's accrued sick time.

When an employee is eligible for Worker's Compensation, the employee will receive a check

directly from Worker's Compensation. The County shall continue to provide the employee a regular pay check minus the monies received from Worker's Compensation and all other normal authorized payroll deductions.

Employees who elect not to supplement their Worker's Compensation, who have no accrued sick time, insufficient sick time or who exhaust their sick time while on an injury leave, shall only receive the Worker's Compensation check. Arrangements to pay the employee's share of fringe benefits can be made with Human Resources.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at [humanresources@stclaircounty.org](mailto:humanresources@stclaircounty.org).

**Review:** The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

**Adopted:** May 7, 2020