

POLICY TITLE: WORKERS' COMPENSATION BENEFITS

Background

All employees and volunteers of the Agency are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the Agency's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the Agency's Worker's Compensation insurance policy.
2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the Agency's Worker's Compensation report of injury forms with the Agency's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the Agency's Human Resources Department shall immediately report the injury and claim to the Agency's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the Agency shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the Agency's Worker's Compensation insurance policy.

The Agency's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the Agency shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the Agency's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Action

In the event of absence resulting from injury or disability covered by worker's compensation, the employee will be given the choice of either:

Entering the period of absence without pay and receiving worker's compensation to which said employee is entitled, or

Utilizing a portion of accrued sick leave to supplement worker's compensation benefits to maintain said employee's regular salary insofar as the combined total of worker's compensation benefits and sick leave benefits do not exceed one hundred percent of the salary to which said employee would otherwise be entitled.

LEGAL REFERENCE:

I.C. § 72-101, et seq. Workers' Compensation Act

POLICY HISTORY:

Adopted: April 19, 2021

Revised: September 18, 2023