



Policy 6.3	Workers' Compensation		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> 820 ILCS 305	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 4/22/14, 8/11/15			

WORKERS' COMPENSATION

6.3

POLICY

It is the policy of DuPage County to follow State and Federal laws that provide Workers' Compensation for employees who experience job related injuries or illnesses.

ELIGIBILITY

- All employees regardless of employment status.

GUIDELINES

- A. Workers' Compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries or illnesses. Guidelines and procedures are in accordance with state and federal requirements of the Workers' Compensation Act.
- B. Eligible employees are entitled to receive benefits for compensable work-related injuries or illnesses. Benefits include payment for all medical and rehabilitative care and, in cases that involve lost time, Temporary Total Disability benefits (TTD).
- C. An employee who is unable to work as the result of a work-related injury or illness will be placed on Family Medical Leave, if eligible, and will be subject to applicable guidelines regarding benefit continuation and continued employment as stated in Personnel Policy 5.9: Family Medical Leave. For employee's absences that do not qualify for Family Medical Leave, employees must request a Personal Leave of Absence; Policy 5.5: Personal Leave.

The Human Resources Department works with a third party administrator to administer Workers' Compensation Benefits.

PROCEDURES

1. If a work related fatality occurs the Supervisor must report to the Illinois Department of Labor within 8 hours as well as notifying Human Resources.
2. If a work related injury requires inpatient hospitalization (not just and ER visit), loss of and eye or amputation the Supervisor must report to the Illinois Department of Labor within 24 hours as well as notifying HR. Reporting requirement guidelines can be found at http://www.dupageco.org/HR/Docs/Workers_Compensation/50513/
3. An employee who sustains a work-related injury is required to notify their supervisor immediately. If the supervisor is not immediately available, the employee must contact the Department Head or the Human Resources Department to record the work related incident. If necessary, the employee will be sent for medical treatment. A post-accident drug and/or alcohol test may be required of all employees requiring medical treatment. Positive drug and/or alcohol tests will be subject to disciplinary action, not to exclude termination for a first offense in compliance with Personnel Policy 7.6: Drug Free Workplace.
4. The employee must contact the Employee Injury Call Center at 877-764-3574 to report work related injuries.
5. The employee will complete the Employee Statement of Injury/Illness within 24 hours of the injury. The supervisor will complete the Supervisor's Statement of Injury/Illness and forward to Human Resources at HR.WorkersComp@dupageco.org, within 24 hours. If an employee refuses medical treatment, the supervisor should document the employee's refusal on the Supervisor's Statement of Injury/Illness. Forms are available from the Human Resources Department and on the County internet under Human Resources/Worker's Compensation.
6. The employee must complete the online Preferred Provider Program Participation Election Form. This can be found on the internet at <http://www.dupageco.org/HR/PPPAcknowledge/>.
7. All Workers Compensation documentation must be forwarded to Human Resources Workers Compensation email at HR.WorkersComp@dupageco.org
8. The employee is responsible for informing the treating physician that the injury is work-related and that all claims should be forwarded to the Human Resources Department. The claim is then submitted to the third party administrator for review.
9. Follow up visits, physical therapy, etc, should be scheduled during non-working hours, as this time off is not covered under Workers' Compensation. An employee who takes time during their work day to attend follow-up visits, PT, etc, must use their accrued sick time.
10. Employees who receive Temporary Total Disability (TTD) benefits are not eligible for IMRF disability benefits. However, the employee should contact IMRF if they will be

unable to work for thirty (30) or more days in order to maintain service credits and death benefits. (Personnel Policy 6.2: Illinois Municipal Retirement Fund)

- 11.** The employee is responsible for notifying their supervisor or the Human Resources Department when they are released to return to work from a work-related injury or illness. Written notice from the physician, specifying work restrictions, if any, is required before the employee can return to work.
- 12.** The Human Resources Department can be contacted at any time to obtain necessary forms or to receive clarification of Workers' Compensation procedures.

Information and forms on Worker's Compensation can be found on the internet under the Human Resources tab at <http://www.dupageco.org/HR/47423/>