

Category: 300

Number: 345

Subject: **WORKERS' COMPENSATION**

1. **PURPOSE:** It is the purpose of this policy to establish a uniform procedure and compensation scale in order to provide for the health and well-being of Saginaw County employees in the event that they are injured while on duty and performing a service for the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Policy.** In the event of a work related injury or illness, employees and subsequently supervisors must report injuries on the day of occurrence to the Payroll and Benefits Supervisor in the Controller's Office using the supervisor's Report of Injury Form. Death or serious injury must be reported by telephone and followed up with the supervisor's Report of Injury Form.
 - 6.2 **Monitoring of Absence.** During the time an employee is recuperating from an injury, the Controller's Office monitors progress of absence or return to work status. If the employee is released to return to active employment, the Payroll and Benefits Supervisor coordinates return to work restrictions (if any) with Department Head.
 - 6.3 **Pay Status.** An employee who is injured during the course of his/her employment shall be paid for all hours scheduled to work on the date of the injury and shall be paid for the days scheduled to work during the first seven (7) calendar days following the date of the injury not chargeable to any other benefit. The employee shall not receive more than 100% of his/her regular weekly wage as compensation for time off due to work related illness or injury. In the event the employee is overpaid in accordance with this provision he/she shall reimburse the County for the amount of overpayment.
 - 6.4 **Fringe Benefits.** Fringe benefit continuation is limited to one year maximum from date of injury.
 - 6.5 **Paid Time Off.** Accrual of PTO hours while on Workers' Compensation or Disability Leave is limited to the first 90 days on leave.

6.6 Accommodations. All employees who may become unable to perform their essential function of the job due to medical restrictions associated with work-related injuries or illnesses may be accommodated, if the County has work available consistent with the medical restrictions. Individuals who are accommodated shall comply with the requirements within this section. The goal is to get the employee back to productive employment and normal duties as soon as medically possible.

6.6.1 The County of Saginaw will assign other job duties after review of and consistent with medical assessment of restrictions associated with the employee's injury. These other job duties may or may not:

6.6.1.1 be located in the department where the employee is normally assigned,

6.6.1.2 be within the bargaining unit where the employee is normally assigned,

6.6.1.3 consist of duties which the employee normally performs,

6.6.1.4 take place during shifts, which the employee normally works.

6.6.2 All employees assigned to other work duties will report to that work site as directed, take directions as given by the job site supervisor and perform duties as instructed.

6.6.3 Individuals who do not normally work within a specific County Department or who are not members of a bargaining unit found within a specific Department may be assigned to fill other work duty assignments within that Department. These other work duty assignments are not permanent assignments or positions.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; August 12, 2008; September 22, 2020