

**ATHENS/HOCKING/VINTON 317 BOARD
PERSONNEL POLICY MANUAL**

WORKERS' COMPENSATION

SECTION 5.14

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Workers' compensation is a mandatory type of insurance that compensates employees for accidents that result in medical costs or a loss in earnings because of injuries that occur while on the job.

- A. Workers' compensation benefits are payable to all employees who are injured "in the course of and arising out of employment." Certain occupational diseases are also compensable.

Claims are of three general types:

1. Claims for medical-related purposes;
2. Claims for time lost on the job resulting in reduced earnings by the employee; and
3. Death benefits payable to dependents.

- B. Employees have the right to choose between Workers' Compensation or sick leave and/or vacation pay for lost time claims. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.

- C. Board employees Workers' Compensation benefits fall under Athens County's plan. Board employees shall follow and utilize the timelines, procedures and required forms for Athens County employees that are attached to this policy. Copies of all forms will be given to the Executive Director or his/her designee who will keep a copy and send the originals to the County Commissioners office. Should an employee be injured during the course of employment with the Board, his/her supervisor shall notify the Executive Director and shall complete an injury report. This report shall be completed regardless of the lack of apparent seriousness of the injury and regardless of whether medical attention is required. Such report shall be forwarded to the Executive Director no later than forty eight (48) hours after the accident (see subsection E below regarding the immediate reporting of serious accidents).

- ~~D. Should an employee's injury require medical attention, the supervisor or Executive Director shall assist the injured employee with information on the forms and procedures necessary to file a Workers' Compensation claim. All forms and notices shall be forwarded to the Executive Director at the earliest possible date.~~

- E.D. In the event of serious injury, the injured employee's supervisor shall immediately notify the Executive Director so that, if necessary, an investigation may be initiated.

- F.E. The Executive Director must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for requesting an unpaid leave of absence if they do not desire to use their accumulated sick leave and for informing the Executive Director of their expected date of return to work (if known).

- G.F. Any documents received from the injured employee, his/her physician, hospital, or the state regarding Workers' Compensation claims must be immediately forwarded to the Executive Director.

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H.G. Employees who are injured in the line of duty and who must leave work before completing their workday shall be paid at their regular rate of compensation for the balance of time left in their scheduled workday.

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