



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Work-Related Injury	Policy Reference Chapter 21
Policy Source Human Resources Department	Legal Review Date April 28, 2011
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21.1 **PURPOSE.** The health and welfare of all City employees especially in the instance of any employee who may be injured on the job, is a principal concern of the City of Green Bay. This policy will help to insure compliance with the Worker Compensation Act and will also enable the employer to provide maximum protection and consideration to any employee injured on the job and/or in the line of duty as provided for in the Act.

21.2 **POLICY.** It will be the policy of the City of Green Bay that any employee who suffers injury of any nature whatsoever on the job, whether the employee feels it is significant enough to require treatment, time off, or not, should report the injury and/or incident within 24-hours of its occurrence or when a weekend is involved, the first shift of work after the occurrence to their supervisor. Specifically the 24-hour period begins as soon as the employee knows or should have known they suffered an injury. An Employee Report of Injury form will be completed and filed with the supervisor within this time period. All injury reports will be routed to Risk Management in Human Resources. Failure to comply may subject an employee to disciplinary action. This time requirement may be waived only under certain exceptional or mitigating circumstances.

This policy requires the reporting of the incident, not the filing of a worker's compensation claim. It is intended as a management tool or procedure that will better enable the City to comply with the act as well as to monitor procedures to reduce risk and exposure to potential injury.

21.3 **WORKER'S COMPENSATION.** The following procedure for filing a Worker's Compensation claim has been adopted and will be followed by all City employees.

21.4 **EMPLOYEE INJURIES. REPORT ALL INJURIES, NO MATTER HOW MINOR OR SERIOUS, TO YOUR SUPERVISOR IMMEDIATELY.**

Any employee that suffers an injury on the job, whether the employee feels it is significant enough to require treatment is required to report the injury immediately to their supervisor. The employee will fill out the Report of Occupational Injury or Illness form and file the report with their supervisor. The Employee Report of Injury will be routed to Risk Management in Human Resources. Injuries not reported on a timely basis may not be compensable under Worker's Compensation. Failure to report injuries in a timely manner may subject an employee to disciplinary actions.

- 21.4.1 Emergency Medical Treatment. For severe on-the-job injuries such as hemorrhaging, unconsciousness, severe burns, or other injuries requiring immediate emergency medical treatment, call 911. Medical reports by Emergency Room physicians relative to the injury will be accepted by the City.
- 21.4.2 Non-Emergency Medical Treatment. For non-emergency injuries requiring medical treatment suggest the employee seek treatment at Urgent Care or WorkMed. Injury status forms or Return to Work forms will be completed by the physician or health care provider and the employee will forward it to their supervisor following treatment.
- 21.4.3 Personal Physician. If the employee so chooses they may see their own physician. After the employee has scheduled an appointment, the supervisor or designee will provide the injured employee with the “City of Green Bay – Return to Work Recommendations Record” form to accompany the employee to this and all subsequent medical appointments. This form or its equivalent is to be completed by the attending physician or health care provider and returned by the employee to their supervisor.
- 21.4.4 Outside of Normal Business Hours. For injuries occurring outside of normal business hours that require non-emergency medical attention such as sprains, minor burns or minor broken bones, the employee may be referred to Urgent Care where no appointment is needed. If the non-emergency medical need is greater than what is listed for Urgent Care, then the employee should be referred to any of the hospitals’ emergency room for immediate care.
- 21.4.5 Injured Employee Transport for Non-Emergency Medical Treatment. Upon notification of an injured employee at the worksite in need of non-emergency medical treatment, the supervisor or designee will transport the injured employee for medical attention. For all follow-up medical examinations the employee will be responsible for their own transportation for these appointments.
- 21.4.6 Report Filing. The “Report of Occupational Injury or Illness Form” is required to be filed for all injuries no matter how slight. It is the supervisor’s responsibility to ensure this report is completed within one business day following the injury. In no instance will a verbal report of injury be accepted in lieu of a written report. If medical treatment is received relative to a work-related incident the employee will call (920) 448-3125 or stop in at Human Resources Room 500, City Hall, within 24-hours after receiving medical treatment. If the injury occurs over a weekend or holiday, the employee will contact Human Resources the following business day. A copy of all return to work forms for work-related injuries will be forwarded to Human Resources by the supervisor as soon as possible.
- 21.4.7 Lost Time Injuries. If through receipt of a completed "Physician Record" form the supervisor learns the employee will lose time from work the supervisor will contact the department head and Human Resources as soon as possible. If an employee is off of work for any length of time due to the injury, the employee must report regularly to their supervisor or designee. The employee will keep the supervisor fully informed as to the progress of the healing period, pending

exams, etc. If an employee experiences loss of time from work due to the work-related injury, the employee will notify their supervisor of their options to make themselves whole. Refer to applicable labor contracts to review details of this varied option.

21.5 ALTERNATIVE DUTY. The following will outline the requirements for assignment to alternative duty when an employee is capable to return to work with temporary physical limitation following a work-related or off-duty injury of illness. Work-related injuries or illness will have priority in placement for Alternative Duty. Alternative Duty applies to all City of Green Bay regular full-time and part-time employees. For purposes of this program, light duty will be defined as any assignment in which the employee is not required to meet all physical demands of their job or perform all functions which are normally a part of their job as outlined in a City position description. Participation in the light duty program will not cause the employee to sacrifice wages and/or sick time that would not have been sacrificed otherwise. Employees temporarily placed on alternative duty will receive regular full-rate compensation.

21.5.1 Qualification. An employee will qualify for light duty when a physician indicates on a "Return to Work Recommendations Record" that the employee is not capable for performing at full capacity. The City reserves the right to schedule an exam with a medical practitioner of its choice.

21.5.2 Responsibilities.

- a. Employee. Employees are expected to comply with Human Resources requirements with respect to reporting and physician visits. It is also expected the employee will comply with physician's restrictions, advice and orders.
- b. Department and Division Involved. Department Heads will work in cooperation with Human Resources in placing temporarily disabled employees on jobs in keeping with their restrictions. Supervisory personnel will ensure employees are working within their assigned restrictions and will ensure the period of alternative duty does not exceed that required by the physician. Supervisory personnel will also encourage employees to return to work as soon as possible following a disability. Supervisory personnel will also ensure that employees furnish written doctor's return to work forms indicating return to work dates and work restrictions if any.
- c. Human Resources Department. Human Resources and the involved Department Head will be responsible for placing temporarily disabled employees on jobs in keeping with the restrictions imposed by the physician and are also responsible for any discussion that may be necessary. Additionally Human Resources may:
 - i. Contact the employee's physician as necessary to explain the City's willingness to place employees on alternative work duty and to clarify the physical restrictions of the employee including

specification of restriction period or establishment of a review date on which restrictions will be considered necessary.

- ii. Perform necessary follow-up on all employees with work restrictions to determine if restrictions are to continue or to determine when the employer will be able to return to an unrestricted activity.
 - iii. Work in cooperation with Department head to place employee in a temporary position in keeping with their restriction imposed by the physician.
- d. Human Resource Director. The Human Resource Director may redesign the job description to accommodate work parameters and may negotiate these parameters if necessary under union contracts. Subject to the appropriate agreement, employees will be placed on alternative duty in the following order of consideration.
- i. Placing the employee on their regular job.
 - ii. Transfer to a different job in the same section.
 - iii. A position within the employee's collective bargaining unit, if applicable.
 - iv. A position throughout the City.