

**Policy No. 1.04                      Reporting Worker's Compensation Claims and Recurring Need for Medical Care**

**Date of Issuance:                      May 17, 2012**

**Revision Date:**

State law mandates that all job injuries be reported to the Towns Worker's Compensation Insurance carrier within 3 working days. Failure to comply can result in a fine to the employer. These procedures are being implemented in an effort to comply with the law and treat all employees who are injured on the job fairly.

1.     Procedure if an employee is injured on the job
  - A.     Employee is responsible for getting names of all witnesses.
  - B.     Employee reports injury to supervisor IMMEDIATELY. The injury must be *fully reported before leaving work after completion of shift/work on injury day*. Failure to do so will subject the employee to discipline. If the seriousness of the injury prevents the employee from reporting, the supervisor will do so.
  - C.     Supervisor prepares Supervisor's Accident Investigation form The Supervisor *is to investigate*, finding out if a job injury did occur, why the injury happened, how to prevent similar injuries and talk with witnesses. If the supervisor fails to investigate fully, she/he will be subject to discipline.
  - D.     *After the supervisor has investigated the injury*, she/he shall complete all sections on the Supervisor's Accident Investigation Report and turn it in to the Town Administrator along with the Employer's First Report of Injury or Disease. The Administrator will submit the Report to the Town's Insurance carrier.
  
2.     Procedure for reporting a "Recurring or Ongoing" WC Injury
  - A.     Under no circumstances should information be withheld from the work comp carrier about medical problems resulting from a previous worker's comp related injury. As soon as an employee is aware that she/he is experiencing discomfort or find it necessary to seek medical advice due to a previous job-related injury, his/her supervisor must be notified.
  - B.     The employee should furnish her/his immediate supervisor with a complete written statement explaining the problem and citing the date of the original injury, if possible. Be as specific as you can. Include the name of your treating physician, their diagnosis, suggested treatment, etc.
  - C.     The supervisor will then file a written report with the Town Administrator who will notify the Town's Insurance carrier of the ongoing WC claim.

- D. It will be up to the Town's Insurance Carrier, in consultation with the treating physician, to determine if the current medical care is related to a previously reported job injury.
- E. If an employee is required to be off work, a written "off work" slip from the physician is required. The time off will be charged as a job injury ONLY if the injury is determined to be covered by worker's compensation.

3. Worker's Compensation Pay

- A. If it is determined by the Town's insurance carrier that the injury or disease was caused or aggravated by conditions of employment, Worker's Compensation disability will be paid to the employee by the insurance carrier according to State law.
- B. Employees who become entitled to and receive Worker's Compensation Benefits under the appropriate sections of the Wis. Stats. as a result of an on-the-job illness or injury shall continue to receive their full pay for a period of ninety (90) calendar days. Compensation shall be from the first date of illness or injury and shall not count as sick days nor shall it be deducted from the employee's accumulated sick-day account. Employees receiving Worker's Compensation Benefits shall endorse and turn over to the Town Clerk/Treasurer any such benefits and receive their regular pay in return. After ninety (90) calendar days the employee may choose to receive the Worker's Compensation payment only, or deduct from the sick-leave bank an equal amount to make a full paycheck.