


**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: 
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SUBJECT: ON-THE-JOB INJURIES

I. PURPOSE: To establish a uniform policy and procedure regarding the reporting and payment of leave time for on-the-job injuries.

II. POLICY:

- A. An employee is required to immediately report, any injury or illness which occurred in the course and scope of employment with the County. The employee's supervisor must be notified and a written report of the incident must be filed with Human Resources as soon as practicable, but within 7 calendar days. Failure to report such incidents can result in a violation of legal requirements and can result in difficulties in processing Workers' Compensation claims. The County is self-insured for Worker's Compensation coverage and will assist employees to obtain all worker compensation benefits to which they are legally entitled. Upon acceptance of the claim, the County's Third Party Administrator, will pay an injured worker 66 2/3% of the employee's average weekly wage, if the employee is certified as unable to work for 5 or more work days, but no more than 100% of the effective average weekly wage per NRS provisions for workers compensation benefits. The payments will be retroactive to the first day of the injury. In order to receive the 33 1/3 % balance of their regular pay, the employee may utilize their accrued leave hours, except as otherwise specified in an labor association agreement, by completing an Authorization to Reduce Leave form with Human Resources. An employee may request annual or compensatory time be donated to them by employees, if the requesting employee does not have any accrued leave. Employees who qualify may request donated leave in accordance with Douglas County Administrative Policies and Procedures 200.37, HELP Program.
- B. If an employee is absent from work 1-4 full work days due to a work-related illness or injury, the employee shall first utilize sick leave until exhausted and then accrued leave hours in order to continue pay, except as otherwise specified in association agreement. An employee may request annual or compensatory time be donated to them by employees, if the requesting employee does not have any accrued leave. Employees who qualify may request donated leave in accordance with Douglas County Administrative Policies and Procedures 200.37, HELP Program.
- C. The amount of sick leave benefit paid to the employee for any pay period will not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses for that pay period.
- D. An employee may decline to use any part of the sick leave benefit normally payable to him/her while receiving worker's compensation benefits. During that time

period, the employee shall be considered on Workers' Compensation leave (leave of absence without County pay).

- E. It shall be the responsibility of the Human Resources Department to administer and coordinate all workers' compensation claims.
- F. It is the Supervisor's responsibility to ensure that all required paperwork and information is filed in a timely manner with the Human Resources Department on the employee's behalf. Failure to do so may jeopardize the employee's prompt payment of said benefits and paid leave.

III. DEFINITIONS AND REQUIRED FORMS:

1. Third Party Administrator: The company contracted with the County for the administration of workers' compensation claims and payment of all benefits related to workers' compensation claims.
2. Worker's Compensation Incident: Any injury or occupational illness incurred during the course and scope of employment with the County.
3. C-1 Form: Notice of Injury or Occupational Disease Incident Report.
4. C-3 Form: Employer's Report of Industrial or Occupational Disease.
5. C-4 Form: Employee's Claim supplied and issued by physician.
6. Form 529: Authorization to reduce Sick Leave.
7. Form 521: Employee's Industrial Injury checklist.
8. Form 528: Supervisor's Industrial Injury Checklist.

IV. PROCEDURES:

- A. An employee is responsible for reporting any injury or illness incurred on the job, during the course of employment with the County, to a supervisor immediately or as soon as possible. A written C-1 report must be completed by the employee and filed with the Human Resources Department as soon as practicable, but within 7 days of the incident occurring.
- B. If or when the employee feels they may need medical treatment, the C-3 form should be completed by the supervisor and sent to the Human Resources Department. Employees should use the County's designated medical facility for treatment.
- C. The employee must inform the treating physician that the injury is work related. The doctor's office will complete a C-4 form at the time of the first visit. This form must be immediately forwarded to Human Resources by the physician.
- D. A Medical Release is required from the doctor for any time off work due to the injury. The form should state the date of the first day off work and the estimated date the employee will return to work.
- E. A Return to Work release is required prior to an employee returning to full duty. If the Return to Work Release indicates light duty only, the physician must specify all work restrictions. Prior to returning to regular full duty, the employee must present to Human Resources a written release from light duty issued by the treating physician. Failure to accept light duty assignments may impact worker's compensation benefits.
- F. If the leave results in an absence from work in excess of 5 work days, all hours absent will be designated as an FMLA leave.

- V. **RESPONSIBILITY FOR REVIEW:** The Human Resources Director shall review this policy as needed or at least once every 5 years.