

# Salt Lake County Human Resources Policy 4-400: Workers' Compensation

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## **Purpose**

This policy complies with Utah's Workers' Compensation Act, Utah's Occupational Disease and Disability Act and the Volunteer Government Workers Act.

## **I. Policy**

Salt Lake County provides workers' compensation coverage for all merit, appointed, provisional and temporary employees, interns and volunteers injured on the job.

## **II. Procedures**

### **A. Workers' Compensation Benefits**

#### **1. Reporting**

- a. An employee must report any injury to the employee's supervisor during the shift the injury occurs or the employee may lose the right to benefits.
- b. If an employee dies or incurs a disabling injury:
  - i. The administrator, supervisor or designee must immediately contact the Risk Manager.
  - ii. The Risk Manager must contact the Occupational Safety and Health Division of the Utah Labor Commission within twelve hours of being notified.
  - iii. The Risk Manager must notify the District Attorneys' Office of the date and time contact was made with the Occupational Safety and Health Division and provide the name of the person contacted.
- c. Within forty-eight (48) hours of being notified of any injury, an administrator, supervisor or designee must:
  - i. Complete the Employer's [First Report of Injury form](#).
  - ii. Give a copy of the completed form to the injured employee along with the Worker's Compensation Instruction Sheet.
  - iii. Forward the original completed form to the District Attorney's Office.
- d. An employee injured on the job will be paid for the scheduled hours missed on the day of the accident.
- e. An injured employee must ensure that their treating medical provider completes a medical report describing how, when and where the accident happened. A copy of the report must be sent to both the District Attorney's Office and the Workers' Compensation Division of the Utah Labor Commission.

#### **2. Access to Medical Services**

- a. Except in cases of life or limb threatening injuries, an injured employee must seek initial medical care through the county's contracted occupational medicine clinic. The contracted clinic is a medical facility that specializes in the treatment of industrial injuries.
- b. In cases of life or limb threatening injuries, initial care may be provided at any appropriate medical facility. However, any post emergency follow-up care should be accessed through the contracted clinic.

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- c. Employees may make one change of doctor by completing an application to change doctors, and submitting the form to Risk Management.
  - d. An employee may choose to receive treatment from a health care provider other than the County's contracted clinic.
  - e. Salt Lake County will pay for care as required by state law.
3. If an employee is injured on the job or suffers from a qualifying occupational disease, Workers' Compensation will pay:
  - a. hospital and medical bills at the county's contracted rate
  - b. the employee for time lost from work as allowed by law
  - c. the employee for a permanent loss of body function
  - d. the employee for artificial appliances as set by statute
  - e. for death and burial benefits as set by statute
4. Wage Replacement Payments
  - a. Employees with a medical release from work will receive wage replacement from the following sources and in the following manner according to [Utah Workers Comp Law](#):

<u>Medical Release from Work:</u>	<u>Wage Replacement:</u>
Day of Injury	Treated as a work day
Less than 3 days	Workers' Compensation
More than 14 days	Workers' Compensation; Days 1-3 reimbursed
5. Weekend days and holidays are included when counting the number of days off. Time off does not need to be consecutive but must be confirmed by a doctor's report.
6. The treating medical provider must document time away from work following the date of injury where the employee is totally unable to work, or unable to work a full shift.
7. The employee may use available leave to supplement workers' compensation payments but may not exceed total gross earnings as provided in [HR Policy 4-200 Leave Practices](#)
8. .
9. Following a doctor's declaration that an employee may return to full duty, occasional absences from work related to the original injury (doctor's appointments, etc.) will be charged to sick leave unless the employee has been assigned light or restricted duty. Employees assigned to light duty are compensated at their regular rate of pay for hours worked.
10. Workers' compensation fraud, including the filing of a false claim for medical or disability compensation or the exaggeration of the severity of an injury, is a crime punishable by fines and confinement in a state prison. Any employee who becomes aware of a situation that may constitute workers' compensation fraud should report it to Risk Management immediately.
11. Employees who have questions or disputes regarding Workers' Compensation benefits and payments should contact the Risk Manager. Employees may also request a hearing with the Workers' Compensation Division of the Utah Labor Commission.
12. Employees on Workers' Compensation may continue existing County insurance coverage by paying the employee's portion of the total premium.

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## III. References

- A. Americans with Disabilities Act of 1990
- B. Workers' Compensation Act 1953 Utah Code 35.1.1 et seq.as amended
- C. Volunteer Government Workers Act, 67-20-1
- D. Human Resources Policy:
  - 1. 1-200, General Definitions
  - 2. 3-200, Reasonable Accommodations
  - 3. 4-500, Return to Work After Injury or Illness
  - 4. 4-600, Family and Medical Leave