



<p style="text-align: center;">City of Marco Island</p> 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT:	
			WORKERS' COMPENSATION POLICY	
	NUMBER PER-15	REVISIONS 1	EFFECTIVE DATE: June 19, 2023	PAGE 1 OF 3
SUPERSEDES REVISION - N/A	APPROVED BY:  Michael McNees, City Manager			

PURPOSE:

An Employee who sustains a job-related injury will be entitled to Workers' Compensation (WC) leave in accordance with Federal and State Laws and City policy. It is the policy of the City to assist each employee who sustains an injury, which is caused or arises directly as a result of employment with the City to receive all benefits provided by the Florida Workers' Compensation Act, other applicable Florida Statutes and City policies. Any changes to the applicable Florida Statutes will supersede this policy. This policy provides clarification and is supplemental to Section 8.5 of the Employee Resource Guide. To the extent that any portion of this policy conflicts with a collective bargaining agreement, the terms of the collective bargaining agreement will control the issue.

POLICY:

Employees shall promptly notify their immediate supervisor or authorized department personnel of an injury sustained on the job. Supervisory personnel shall report employee injuries immediately to Human Resources. Supervisors must assist the employee in completing the First Report of Injury form and the City's Workers Compensation Time of Injury Packet. The First Report of Injury form is the originating document for a workers compensation claim and must be submitted to Human Resources within 24 hours of the incident.

Employees with Serious or life-threatening injuries should be transported to the nearest medical facility. Contact 911 for emergency medical assistance and transportation if necessary.

Employees are obligated to cooperate in seeking timely treatment for job related injuries, furnish information related to the injury, provide documentation related to any medical treatment or any internal or external investigation. Employees are responsible for notifying their supervisor of their work status. Employees who are being treated for an injury that falls under a Workers' Compensation claim are required to submit to their supervisor, prior to the start of their next regularly scheduled shift, a Florida Workers Compensation Uniform Medical Treatment/Status Report form (Form DWC-25) received from the authorized treating physician. This document provides the necessary information related to the assessment of the injury, functions, and job-related limitations the physician recommends.

If an employee is determined by the authorized treating physician to be unable to work, the employee is required to adhere to the authorized treating physician's treatment plan and provide their supervisor the most recent issue of the DWC-25 form prior to the start of their next regularly scheduled shift. Timely notice to the supervisor is mandatory.

Injury Pay:

The City will provide all general employees who suffer an on-the-job injury up to 40 hours of injury pay. Workers' compensation indemnity (wage loss) benefits begin on the 8th day, and they are paid 66 2/3%.

If employees use accrued personal leave to supplement the statutory Workers' Compensation payments the combination of the two payments (workers' compensation and personal leave) may not exceed the employee's full regular base pay. The employee is responsible for completing the appropriate forms and making the necessary arrangements with their supervisor or department director if accrued personal leave will be utilized. Paid or unpaid leave requests of more than fifteen (15) calendar days must be forwarded to the Human Resources Manager and City Manager or designee for review and approval.

Employees who sustain a job-related workers' compensation injury where it is probable that he or she will be unavailable for work for more than three (3) consecutive days may have all related leave time designated as FMLA by the City. This applies to all leave time paid by the City's workers' compensation carrier and all leave time used to supplement such time. All leave time taken for reasonable and related workers' compensation appointments may be designated as FMLA.

All Employees:

The first day the employee is injured is considered regular pay. It does not matter what time of the day the injury occurred. Workers' compensation benefits begin after one week of lost time from work.

General Employees:

Injury Pay starts the first scheduled workday after the accident. Employees who suffer an on-the-job injury are entitled up to 40 hours of injury pay. After the injured employee is out for 7 days and is unable to return to work for full or light duty, Workers' Compensation pay starts at 66 2/3% of their salary after all injury pay has been disbursed. Light duty, if available, will only be on a temporary basis and offered at the discretion of the City.

FOP:

Refer to Article 13 of the FOP Collective Bargaining Unit Agreement.

IAFF:

Refer to Article 18 of the IAFF Collective Bargaining Unit Agreement.

Leave Accruals:

1. All accruals toward personal leave shall continue while an employee utilizes personal leave to supplement workers compensation pay.
2. Exhaustion of accrued leave or election not to use accrued leave to supplement Workers' Compensation benefits shall cause leave accruals to cease.

Employee Benefits:

1. The City will continue to fund the employer's portion of group health and dental insurance premiums for the duration the employee is covered under Workers' Compensation.
2. The employee portion of the group benefits (i.e., medical, dental, vision, life, disability, and supplemental insurance) must be paid by the employee, either through utilization of personal leave or submittal of a check to the City for payment of the employee portion of the benefits.
3. If an employee voluntarily fails to return from Workers' Compensation leave, the city may recover the premiums paid on the employee's behalf during the unpaid leave period.