

## 3 - EMPLOYEE BENEFITS

### 3.4 - Health & Safety

Revised: July 1, 2007

#### **WORKERS' COMPENSATION INSURANCE**

Every employee is covered by Workers' Compensation or occupational injury coverage for work-related injuries. Coverage is in compliance with Iowa law. The City pays the full cost of this coverage.

The subrogation clause outlined in Section 3.7 of this manual applies to workers' comp claims.

All employee work related injuries and illnesses must be immediately reported to the employee's supervisor.

The injured or ill employee or the employee's supervisor must notify the Human Resources Department of the details of the injury **NO LATER THAN THE NEXT CITY HALL BUSINESS DAY** so the Employers' First Report of Injury and/or required OSHA forms can be promptly completed.

The *First Report of Injury* may be used if it can be completed and delivered to the Human Resources Department no later than the next City Hall business day. Otherwise the information can be left on voice mail (754-5704) or reported by e-mail. The employee's department or division may require the completion of additional forms.

In most cases an employee who has a work related injury or illness and seeks medical treatment for that injury or illness must be seen at the City's designated physician's clinic, McFarland Clinic North Side, 312 East Main Street. The appointment will generally be made with a physician who specializes in the treatment of work related injuries and illnesses. Either the employee's supervisor or the Human Resources Director will make an appointment for the employee. If the injury requires immediate attention outside normal City Hall or McFarland Clinic's business hours **or** if it is a serious injury that requires prompt emergency medical attention the employee should be immediately transported to the emergency room. Any surgery other than emergency surgery must have prior approval.

If an employee chooses to be treated at any other medical facility and/or physician he or she will not qualify for workers' compensation, occupational injury coverage, or other City-paid work related injury/illness benefits and he or she will be responsible for all medical costs related to the incident. This is in accordance with Iowa Workers' Compensation statutes and City policy.

Employees injured while on the job are required to return to work as quickly as possible following an injury. The City's physician or other City-designated health care provider will complete a work status report that indicates the date the employee will be expected to return to work and any work restrictions. The City has the right to make adjustments in the employee's regular job duties and/or work hours to facilitate a return to work. This adjustment may include working in another department or division.

Prescriptions required for work related injuries or illnesses should be filled at Hy-Vee and charged to the City to the attention of the Human Resources Department. Employees should NOT use their City' group health insurance ID card for prescriptions related to work related injuries or illnesses.

### **TIME LOST DUE TO A WORKERS' COMP INJURY/ILLNESS**

As required by Chapter 85 of the Code of Iowa, employees who are covered by the Iowa Workers' Compensation law who are injured while on-duty shall use their own sick leave or other paid leave until the employee is eligible for compensation for lost work time from the City's workers' compensation carrier (generally after the first three regularly scheduled days away from work). Employees shall then accept payment from the workers' compensation carrier for lost work time instead of any payment from the City.

### **UNIFORMS AND SAFETY EQUIPMENT**

With the exception of items provided by an approved clothing allowance, only uniforms, protective clothing, safety equipment, and protective devices required to be worn or used by employees will be provided without cost to the employee.

### **PUBLIC INJURIES WHILE ON CITY PROPERTY**

Accidents to the public that occur on city property should be immediately reported to the Finance Department in the event the injured party files a claim against the City.

The employee or Department Director with knowledge of the accident or injury should prepare a signed statement or complete a standard departmental form if one exists. The statement should describe what happened, where it happened, when it happened, and the names and addresses of anyone who witnessed the accident.

### **PHYSICAL OR MENTAL HEALTH EXAMINATIONS AND EVALUATIONS**

After a conditional job offer has been made to a prospective full-time regular employee that individual will be required to pass a pre-employment physical. This pre-employment physical will include drug testing and depending on the specific requirements of the position may include other tests, such as but not necessarily limited to, a hearing or back evaluation.

The City has a responsibility to its employees and the public to ensure that employees do not pose a potential hazard to themselves or others. If the City suspects that the physical or mental condition of an employee is endangering the employee's own health or safety and/or the health and safety of others, the City may request the employee to undergo physical or mental examinations or evaluations. The City will designate the physician to give the examinations, will pay for required examinations, and has the right to request and receive written medical reports concerning safety issues.

An employee may be placed on medical leave until the City's physician or City's designated psychologist signs a Fitness for Duty Medical Release stating that the employee has the capability to perform the assigned tasks as outlined in the employee's position description. A statement from a physician merely stating that the employee may return to work will not constitute a Fitness for Duty Medical Release and will not be accepted by the City as evidence of a capability to perform specific duties.

The City has the right to make adjustments in the employee's regular job duties and/or work hours to facilitate a return to work. This adjustment may include working in another department or division.

### **REPORTING UNSAFE WORKING CONDITIONS**

Employees must immediately report unsafe working conditions to their supervisor, Department Director, or the City Administrator.