



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.12
Section Name: On The Job Injury
Last Revised: 6/30/2009

- A. An employee who receives an injury arising out of and in the course of employment must notify his/her supervisor immediately and must complete an accident report (See **Appendix B FORMS**) recording all pertinent and factual information about the accident. This report must be completed, whether or not the employee requires medical attention. The report is to be forwarded to the Director within one (1) workday of the accident. In the event of serious injury, the injured employee's supervisor is to notify the Director immediately so that an investigation may be initiated. A Workers' Compensation claim for an unreported injury will not be certified unless the injury required immediate medical attention and was documented by the supervisor. (See **Section 5.1(C) WORKERS' COMPENSATION**).
- B. If an injury requires medical attention, the supervisor will provide the injured employee with a Worker's Compensation form, which is to be completed by the attending licensed practitioner. This completed report must be forwarded to the Director or his/her designee at the earliest possible date.
- C. The employee is responsible for notifying the Director of his/her expected date of return as soon as it is known, and keeping the Director apprised of his/her condition.
- D. An employee who is injured at work and must leave before completing the workday will be paid at his/her regular rate for the balance of time left in the scheduled workday. An injured employee is required to comply with all treatment plans prescribed by the attending licensed practitioner and return to work as soon as possible.
- E. An injured employee may elect to use accrued sick leave and/or vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for paid leave while simultaneously receiving payment from Workers' Compensation.
- F. Qualifying Worker's Compensation leave will be counted as family/medical leave.
- G. WAGE CONTINUATION PROCEDURES

Any employee who suffers a compensable industrial injury or illness can, subject to the below-mentioned items, receive regular wages instead of workers' compensation lost-time benefits. Payment for related medical benefits is the responsibility of the Library's Managed Care Organization (MCO).

Qualifications

1. The injury or illness must be determined to be compensable by the Bureau of Workers' Compensation, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency (ies). If the employee's worker's compensation claim is denied by the Bureau of Workers' Compensation, or if the claim is returned by the Ohio Industrial Commission, and is denied by the Ohio Industrial Commission, the employee will be required to repay all wages paid by the Wadsworth Public Library. (Or, if available, use of sick and/or vacation time will be used. If not enough sick and/or vacation time is available, then repayment will be required.)
2. Competent medical proof of disability must be provided via Form C-84 or Physician's Update and Physical Capabilities form. The attending physician must complete the form in its entirety and affix his/her original signature to the form.
3. The employee must complete a FROI-1 First Report of Injury application and signed medical release and election form.
4. The Library reserves the right to have the employee examined by a physician of its choice at the Library's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of wage continuation benefits.
5. Wage continuation benefits will be paid only for those periods of lost time that otherwise would qualify the employee for receipt of workers' compensation lost time benefits, subject to the following limitations:

Termination Conditions

Wage continuation payment will cease upon any of the following conditions:

1. Attending physician releases employee to return to work.
2. Employee returns to work for another employer.
3. Employee fails to return to a transitional "limited duty" assignment consistent with his/her medical restrictions as approved by the injured workers' treating physician.
4. Employee fails to appear for employer-sponsored medical examination.
5. Employee has reached maximum medical recovery and/or the condition has become permanent.
6. The claim is found to be fraudulent after payment has been commenced.

7. The injured worker attempts to collect both wage continuation and temporary total compensation.
8. Employment termination.
9. Violation of any company policy or guideline.
10. Regardless of the above conditions of termination, management may, at its sole discretion, terminate wage continuation benefits at any time if disability exceeds 12 weeks.
11. The wage continuation plan and all benefits can be terminated at management's discretion at any time.