



## **WORKERS' COMPENSATION POLICY**

*For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.*

### **Purpose:**

To provide employees with appropriate guidelines regarding the City's intent to comply with all state and federal regulations pertaining to Workers' Compensation and guidelines regarding the reporting of work-related illnesses/injuries.

### **Policy:**

The City of Wisconsin Rapids provides a comprehensive workers' compensation insurance program at no cost to the employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment that are approved by the City's Workers' Compensation carrier.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. In the event of a serious accident requiring immediate medical attention, 911 shall be called for transportation to the nearest emergency room.

### **Procedures:**

1. Report any work-related injury or illness to your supervisor immediately.
2. The supervisor will complete an "Accident Investigation Form" with the injured / ill employee.
3. The supervisor will interview the employee to obtain a complete understanding of the injury / illness circumstances.
  - a. The employee should explain to the supervisor what took place to cause the injury / illness.
  - b. The supervisor should observe the area, equipment, and process that were involved in the incident that created the illness/injury.
4. The supervisor will forward the completed and signed "Accident Investigation Form" to the Human Resources Department immediately.

5. The Human Resources Department may contact the supervisor and/or the employee for further clarification of the incident. Human Resources will administer and process all workers' compensation claims and reports of employee injuries according to appropriate procedures.
6. If the employee needs medical treatment due to a work-related illness/injury, the employee should take an "Authorization for Medical Treatment / Medical Release to Work" form to the doctor or Emergency Room. This form should be completed by the doctor and forwarded to the Human Resources Department promptly.
7. The Workers' Compensation representative may contact the supervisor and/or the employee for further clarification of the incident.
8. Employees will receive the difference between Workers' Compensation and the employee's regular pay, less any other governmental subsidy they may receive, for the duration of temporary total disability due to a work-related injury/illness. The maximum amount of compensation shall not exceed the employee's normal net pay.
9. Summer / seasonal employees will receive payment as described in #8.
10. Employees and / or supervisors failing to report a work-related illness or injury in a timely manner will be subject to discipline, up to and including termination.
11. Employees exhibiting repeated carelessness that results in work-related illnesses or injuries will be subject to discipline, up to and including unpaid suspension and / or termination.
12. Employees should refer to and follow "Reporting of Work-Related Illness / Injury Policy."

Adopted by the McMillan Memorial Library Board of Trustees, August 16, 2023.