



# Workers Compensation Policy

## Workers Comp Policy and Process

Eligible employees who become injured or incur an occupational illness while in the performance of their assigned job duties may receive benefits as provided by the Wyoming Workers' Compensation Act. It is the responsibility of the injured employee to file for all Workers' Compensation benefits through the City's Human Resource office. Failure to report an accident to Human Resources within seventy-two (72) hours and / or to Workers Compensation within ten (10) days, may result in a denial of benefits.

### Procedures

Any work-related injury must be reported by the employee to their Supervisor by end of shift. The Supervisor must immediately notify and report the injury to the Risk Safety Officer. If medical attention is deemed necessary, the injured employee's supervisor will transport the employee to Stitches, 1919 Central Avenue. The Risk Safety Officer will meet the employee at Stitches.

1. The Supervisor must complete the Supervisor's Accident Report within 24 hours of injury. Employee is expected to report to Human Resources to complete the Workers Compensation Report of Injury form within 72 hours of injury. If not able to make it within the 72 hours, please call Human Resources and let them know.
2. If employee is off for more than three days, they need to contact Human Resources and request FMLA paperwork. The employee will complete all the FMLA paperwork and return to Human Resources.
3. If employee is unable to work his / her normal work assignment, Light Duty may be offered, if available. A Light Duty Contract will be completed and signed by Human Resources and be accompanied by a signed Doctor's Certification prior to starting Light Duty. Light Duty will only be offered for Ninety (90) days. Then will have to reevaluate the Light Duty Contract and request another Contract.
4. If employee is unable to return to full duty and perform the essential job functions of their job within a One Year period, that employee will be required to apply for another position within the City job or terminate their employment with the City of Cheyenne.

## Modified Duty Program

The City of Cheyenne has an established Modified Duty Program that may enable an employee, based on upon medical opinion of a provider, to continue utilizing their valuable knowledge, skills, and abilities while they are on temporary limited by a work-related injury or occupational illness that occurred while performing duties within the course and scope of their employment.

### **Objective**

Provide employees who have sustained an accidental injury or occupational illness while in the performance of their job duties the opportunity to return to gainful employment on a limited, transitional basis when appropriate, until able to return to their regularly assigned job duties. With assistance / partnership with medical providers, the City of Cheyenne will offer Modified Work duties to accommodate an injured employee during their healing process. Modified Work assignments if available, will be offered to our employees based on recommendations from a provider. Written medical instructions along with any restrictions should be given to the employee in writing. Employees will not be allowed to return to their full-time assignment without a full medical release.

### **Light Duty – may be offered, not guaranteed**

The City of Cheyenne and Workers' Compensation Division will work together and may offer you with a Light Duty Contract through Workers' Compensation. For an employee to qualify for the benefit, an offer of light duty must be in writing, on a form supplied by the Division. The terms of the offer must be complied with as stated on the agreement form. The injured employee's treating physician, or other licensed health care provider, must certify the work offered is suitable for the employee and accommodates the employee's physical restrictions. The Light Duty contract will have an expected duration of the Light Duty position for Ninety days, then will be reevaluate the Light Duty Contract and request another Contract.

\*Modified Duty or Light Duty refusal may result in the use of vacation accruals. The manager also has the discretion to make a reasonable determination if a staff member can effectively and safely work while on prescribed medications.