

**WORKERS' COMPENSATION INSURANCE 304***Effective Date: 02/01/2016*

Cass County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

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. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure to promptly report workplace injuries or illnesses may be cause for discipline, up to and including termination of employment.

Employees must use accumulated sick leave, followed by accumulated annual leave, while receiving workers' compensation benefits. However, employees will only receive the difference between their worker's compensation benefit and their gross salary, and leave banks will be deducted only for the proportion of hours paid out. The combination of paid leave and workers' compensation benefits shall not exceed the employee's gross salary. Employees must send copies of workers' compensation checks to Human Resources so the employee's salary may be adjusted accordingly. Employees who have exhausted all paid leave must request an unpaid leave of absence.

**Light Duty/Transitional Work**

Where appropriate, employees receiving workers' compensation benefits that are unable to perform their regular work duties on a temporary basis will be assigned to light duty work. Cass County reserves the sole discretion to determine when light duty work will be assigned.

When an employee is unable to perform the regular functions of their job due to an occupational disability, the employee will notify the Department Head and Human Resources Department in writing as to the nature and extent of the disability and the reason why they are unable to perform the job duties. This notice must be accompanied by a physician's report containing a diagnosis, current treatment plan, expected length of disability and any work restrictions relating to a compensable workers' comp claim. The County may require an independent evaluation, at the expense of the County, to verify medical information.

The circumstances of each employee under a light duty or transitional work program will be reviewed every 30 days.

Refusal to accept a transitional job duty assignment approved by a medical provider may result in wage loss benefit.