

Injury With Pay Information Sheet

WHAT IS INJURY WITH PAY?

In addition to workers compensation benefits, Jefferson County offers the Injury With Pay (IWP) benefit to employees that are injured while performing duties for Jefferson County. The County offers this benefit as a way of ensuring that its' employees receive full wages while out for an injury. IWP is available if an employee is deemed unable to work by an approved Occupational Health Clinic or Occupational Health Physician, as a result of their injury. These benefits begin on the 1st day that an injured employee is unable to work. Under IWP, the injured employee is entitled the difference between their regular rate of pay and the worker's compensation benefit for up to 180 calendar days after the date of injury per incident.

Certain requirements must be met for an employee to be eligible for Injury With Pay benefits. Failure to comply with these requirements may result in a denial of benefits.

There are also circumstances where an employee may not be eligible for IWP. These circumstances include but are not limited to the following:

1. When the incident is caused by the willful misconduct of the employee.
2. When the incident is caused by the act of a third person or fellow employee who intended to injure the employee because of personal reasons.
3. When the incident is caused from the employee's intention to bring about the injury or death of him/her or another.
4. When the incident is caused as a result of the employee's intoxication from alcohol or use of illegal/controlled drugs.
5. When the incident results from a violation of a written safety policy or failure and/or willful refusal to use safety appliances/equipment provided by the County.
6. By willful refusal or willful neglect of the employee to perform a statutory duty.
7. When the incident results from willful breach of a reasonable rule or regulation, of which rule or regulation the employee has knowledge.
8. An injury does not include a mental disorder or mental injury that has neither been neither produced nor been proximately caused by some physical injury to the body

STEPS OF APPLICATION PROCESS

A. HOW TO APPLY FOR INJURY WITH PAY

Applications for IWP can be accessed on the Jefferson County intranet via the Risk Management tab on the County Attorney's page. An employee will need to print the application and complete section I on page 1 of the application. After doing so, the employee will give the application to their immediate supervisor along with supporting documentation from his/her authorized treating physician which should support the requested leave time. If documentation is not available, employee should contact the doctor's office or Risk Management for assistance. Applications are to be submitted to the employee's supervisor within 5 days of the injury.

B. REVIEW BY THE SUPERVISOR

Once the supervisor receives the application along with supporting documentation, he/she will review the application and will verify that the employee's injury did occur on the job, that the employee was carrying out assigned duties at the time of the injury, that the injury was not the result of the employee's

negligence or result of intoxication, drug use, illegal or immoral conduct, and that the employee's injury did not result from violation of a work or safety rule. The supervisor completes section II on page 2 and thereafter the application is sent to Risk Management.

C. REVIEW BY RISK MANAGEMENT

When an application is received by Risk Management, the Risk Manager will review the application and supporting documentation for accuracy. The dates requested and the treating physician's information will be verified. The Risk Manager will also review the application to ensure that medical condition listed in the application is related to a reported on-job injury and treated by an authorized physician. Thereafter, the application is returned to the department for the Department Head review.

D. DEPARTMENT HEAD REVIEW

After receiving the verified application from Risk Management, the Department Head will review the application and either deny or approve the application. The Department Head will forward the approved application to the payroll coordinator for the employee. The payroll coordinator will provide the Payroll Department a copy of the executed IWP application for the appropriate pay period.

EXPECTATIONS AFTER APPROVAL

If your application for IWP is approved, the application will be processed by your payroll coordinator who will code your payroll IWP and perform any leave adjustments if necessary.

Please note that the approved application will only cover the dates listed on the application. If for any reason an employee needs to have added dates covered under IWP, a new application along with supporting documentation will need to be submitted.

*****PLEASE NOTE THAT THE IWP BENEFIT ONLY COVERS UP TO 180 DAYS. Any days over 180 will not be covered under this benefit, and the injured employee will only be eligible for workers compensation benefits.*****

If your application is denied and you wish to appeal according to Personnel Board Rule 13.12(d), you must file your appeal within ten (10) calendar days form the date of the Department Head's decision.