

ADMINISTRATIVE ORDER NO. 90-3  
AS AMENDED THROUGH MARCH, 1997  
O F T H E  
JEFFERSON COUNTY COMMISSION

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

POLICY

It is the policy of the Jefferson County Commission that every County employee and all County property be afforded the maximum possible protection from controllable hazards. The Jefferson County Commission is totally committed to safety and loss control, and it is our intention that each employee work under safe conditions. The Jefferson County Commissions will provide our employees with information, training, supervision, and personal protective equipment so that they can perform their job in a safe and proper manner. It is also the policy to insure that Jefferson County complies with all requirements of the Alabama Unemployment Compensation Law, and to minimize risk and effectively manage County funds received for unemployment compensation claims of all "eligible employees" of Jefferson County, the Risk Management division of the Finance Department shall be designated as having the responsibility for the disposition of all unemployment compensation claims. "Eligible employees" for unemployment compensation generally include all employee classification except elected, appointed and interns. It shall also be the policy of the Jefferson County Commission to maintain a contract with an Employee Assistance Program provider and that contract shall be administered by the Risk Manager.

PURPOSE

To provide specific and general authority to the Risk Management Division of the Finance Department to advise the County Commission and to act for the Commission in all matters relating to Risk Management and Occupational Health. Also, to facilitate and formalize compliance with the State of Alabama Unemployment Compensation Law. Furthermore, to establish a policy regarding the implementation and use of the County's Employee Assistant Program (EAP). Further, this Administrative Order replaces Administrative Orders 76-2 (April 8, 1976), 76-6 (December 20, 1976), 78-1 (May 30, 1978), 79-1 (August 21, 1979), 91-7 (June 3, 1991), and 80-1 (June 8, 1992)

## OBJECTIVES

1. To protect the County's assets and public service capabilities from the consequences of accidental and fortuitous loss.
2. To establish a safety and health program through on-going education and training that will prevent injuries and accidents so that employees and the public may enjoy safe and healthful surroundings in their daily pursuits.

## PROCEDURES

### General:

The Jefferson County Commission believes that most accidents can be avoided by using common sense and personal initiative. It is not the County's intention that any employee perform any task that they believe is unsafe. Some accidents occur when employees take short cuts and ignore established safety rules and regulations.

The Risk Manager shall advise the Commission on, and be responsible for:

1. Identifying and analyzing all risks of accidental loss;
2. Selecting and recommending the appropriate Risk Management techniques to minimize the identified risks;
3. Implementing and monitoring the results of chosen Risk Management techniques;
4. Analyzing and allocating insurances premiums, uninsured losses, and other costs of risk to the responsibly budgetary units; and
5. In coordination with all departments, plan, organize, lead, and control all Risk Management functions including: Occupational Safety and Health; Workers Compensation Claims and Insurance; General and Automobile Liability.
6. Assisting the Jefferson County Safety Committee to accomplish its goals and objectives.

### Self-assurance and Risk Retention:

It shall be the County's s policy to self-insure those exposures which occur with predictable

frequency or which have no significant impact on the County's financial position. The Risk Manager shall be responsible for evaluating losses and making recommendations regarding the viability of using insurance or self-funding as a method to finance the cost of risk. In addition to keeping abreast with the insurance markets, the Risk Manager shall be responsible for ensuring that periodic professional actuarial studies are performed to evaluate self-insured retention at least every two years.

It shall be the County's policy to ensure that all requirements of the Alabama Workmen's Compensation Law as a self insurer are complied with and to minimize risk and effectively manage County funds reserved for Workmen's Compensation claims of both classified and unclassified employees of Jefferson County and the Risk Management Division of the Finance Department shall be designated as having responsibility for the review and disposition of all Workman's Compensation claims. Procedures outlining the claims process and legal requirements shall be developed and maintained as an integral part of the safety/loss control procedures. Additionally, the Risk Manager shall evaluate the need for and make recommendations regarding the purchase of both primary and excess Workers Compensation Insurance.

#### Workers' Compensation Claims:

If it is clear that Workers' Compensation claims will be medical only and \$500 or less the Risk Manager will settle the claim. If it is clear that Workers' Compensation claims involve indemnity payments and/or in excess of \$500 the claim shall be forwarded to the county's third party administrator.

#### General and Automobile Liability Claims and Insurance:

The Risk Manager shall develop and implement procedures for the handling and reporting of general and automobile liability claims. Although the recent trend of risk financing for this exposure has been that of self-insurance, the Risk Manager shall evaluate and recommend the most fiscally responsible methods of paying for general and automobile liability losses.

If it is clear that general and automobile liability rests with the County and the claimed amount is less than \$5,000, the Risk Manager will settle the claim. If it is clear that liability tests with the County and the claimed amount is greater than \$5,000, the claim shall be forwarded to the County's Attorney's office for concurrence and presentation to the County Commission for ultimate resolution.

#### Employees' Clothing and Equipment Claims

It is recognized by the Jefferson County Commission that, due to the variability of job duties,

employees may occasionally be exposed to hazards in the performance of their assigned duties. These hazards include, but are not limited to: encounters and affray with prisoners, suspects, and other disruptive characters; exposure to the elements; and damage to personal vehicles in the course of conducting County business.

Generally, it shall be the policy of the Commission to reimburse employees only for items damaged or destroyed in activities mid actions beyond them ordinary course and scope of employment, with the exception for personal vehicles that may be damaged in the normal course employment. Further, it shall be the policy of the Commission, upon proper claim being made, to reimburse within the maximum swell below. Normally, reimbursement for repair or replacement of items covered by this policy will only be made for damages that occur in the performances of duties in the line and scope of authority and when such damages result from extraordinary hazards in employment, which are unusual, not recurring, anal not ordinarily anticipated. It is not the intent of this policy to replace any clothing or equipment damaged or destroyed due to negligence, or other reasonably avoidable acts of such employees. The Commission shall consider each claim on its own merits and the decision of the Commission shall be firm and controlling.

Only such clothing and equipment included within the following description shall be eligible for repair or replacement in accordance with this policy:

A. Clothing

Usual duty apparel, such as suits, dresses, slacks, coats, pants, shirts, etc.

B. Equipment

Pistols, prescription (physician approved) eye wear, and wristwatches.

C. Personal Vehicles

When an employee is authorized to use a non-county owned vehicle and the vehicle sustains accidental physical damage in the coarse and scope of their duties, the employee shall be eligible for reimbursement of actual repair expenses up to the maximum set forth below, providing the employee did not in any way contribute to the causation of the accident through their negligence or contributory negligence and providing the employee has, to the satisfaction of the Risk Manager, exhausted means of every form the employee's insurance and/or negligent party.

Evidence of actions taken to recover damages and of deductibles paid shall be submitted with the claim for damages.

Employees operating personal vehicles in the conduct of County business, shall maintain an insurance policy covering the vehicle and its operator on County business and evidence of such insurance must be provided in order to obtain reimbursement for damages.

Maximum amounts for reimbursement for damages or repairs shall be in the amount equaling the actual replacement or repairs costs to a maximum as follows:

|                                   |       |
|-----------------------------------|-------|
| Suits .....                       | \$200 |
| Coats .....                       | 85    |
| Shirts .....                      | 25    |
| Trousers/Slacks.....              | 55    |
| Dresses .....                     | 75    |
| Shoes .....                       | 65    |
| Pistols.....                      | 325   |
| Watches .....                     | 100   |
| Eyeglass.....                     | 125   |
| Contact Lenses .....              | 75    |
| Damage to personal vehicles ..... | 500   |

Employee Benefits:

The Risk Manager shall administer employee fringe benefits including health, life, and dental benefits. The administration of said benefits shall be accomplished by researching and negotiating coverage and premiums for such coverage. Additionally, the Risk Manager will keep abreast of the available benefits and will make recommendations to the County Commission regarding benefit availability and cost sharing.

Employee Assistance Program (EAP) is a no cost program designed to provide confidential and professional counseling assistance to employees and their families. Counseling topics may include, but are not limited to: family, financial, substance abuse (alcohol or drugs), legal, emotional, or other problems that may affect an employee's health, safety or Productivity.

The Risk Manager shall be responsible for informing employees about the EAP and the benefits available to employees and their family members. Employees, and family members, who wish to obtain counseling, may be referred to the EAP in the following ways:

A. Self-Referral-The employee, or family member, may contact the EAP Provider directly to discuss any problem they may have. This contact can be made by calling the program's local, or out of area, toll free numbers that will be available on posters in various work areas, from the Risk Management Department, or from provider business cards issued to all employees.

B. Supervisor Referral-An employee may be referred to counseling by their supervisor when the supervisor detects job Performance problem. Such problems include excessive absenteeism, tardiness, physical or emotional confrontations, etc. Such referrals may be in conjunction with normal supervisor counseling or disciplinary procedures. The implementation of this program will not modify current disciplinary procedures.

C. Risk Management Department Referrals-When an employee presents themselves to the Risk Manager for the purpose of seeking help for a drug/alcohol or other problem, that employee may be referred to the EAP by the Risk Manager.

The EAP counselors are available to conduct counseling sessions on a 24 hour, 7 day per week basis. Employees attending such sessions during their regularly scheduled work hours must use properly authorized and approved vacation time.

#### Medical Malpractice Insurance and Loss Control:

The Risk Manager shall be responsible for maintaining, evaluating, and recommending risk financing techniques to prevent unplanned demands on financial resources due to medical malpractice at the County's medical facilities. Risk financing for medical malpractice shall be provided through insurance, self-insurance, risk-sharing, or a combination thereof to conjunction with the Directors of die County's medical facilities, the Risk Manager shall develop loss control program to reduce the frequency and severity of malpractice losses.

#### Property and Boiler and Machinery Insurance:

The Risk Manager shall develop guidelines for insuring all property and boiler and machinery exposures. The Risk Manager shall act on behalf of Jefferson County in all matters relating to this insurance coverage.

#### Employee Safety and Training:

The Risk Manager shall consult with, and advise, all departments regarding required safety and health training. The Risk Manager shall provide for them development and presentation of required training.

Occupational Health Nursing Program

Under the direction of the Risk Manager, the Occupational Health Nursing Program shall provide:

1. Treatment and triage of job-related injuries and illness;
2. Pre-employment physical and annual health screening as required;
3. Treatment of minor non-occupational injuries and illness.

The Risk Manager shall establish and monitor an Occupational safety and health program in conjunction with the Personnel Board Rules and Regulations and shall include the development and maintenances of up-to-date safety loss control procedures.

DONE AND ORDERED at the Jefferson County Courthouse this 12 day of March, 1997.

  
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Mary M. Buckelew, President  
Jefferson County Commission

APPROVED BY THE  
JEFFEPSON COUNTY COMMISSION  
DATE: 3-12-97  
MINUTE BOOK: 118  
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