

Human Resources

FREQUENTLY ASKED QUESTIONS:

Q. Who is covered under workers' compensation?

A. Full-time and part-time employees are covered. Any employer who has four or more employees is required to cover these employees under workers' compensation.

Q. How should I report an injury on the job?

A. First and foremost, someone around you should perform initial first-aid (bandages, antiseptic for cuts, cold compress for head injuries, etc.) You should notify your supervisor and the risk office IMMEDIATELY. If the injury is severe enough that you need medical treatment, other than emergency care, you must get approval from the risk office to see the County's workers' comp doctor. Failure to give notice to the risk office within ninety (90) days of an injury may deprive you of the right to compensation.

Q. If I am out of work under workers' compensation, how will I be paid?

A. If disability lasts longer than 7 days, payments should come from Companion Workers' Compensation Trust, our insurance provider, unless they believe that your injury was not work related. Sick leave should be used during the initial 7 day waiting period, after which you may be eligible to recoup those days depending on the determination from the Workers' Compensation Commission.

Form 15 (available in the Risk Office) should be filled out initially by the Risk Tech and signed by the employee to start compensation. After you return to work, you must fill out a Form 17 (sent to you by Companion) and return it within fifteen (15) days of your first day back.

Payment is made based on a seven day workweek, regardless of the number of days a week you actually work. This means that your daily payment is one-seventh of your weekly payment. For example, if you are eligible for three (3) days of compensation, you will receive three-sevenths (3 / 7) of your weekly rate.