

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Human Resources Policies	
	Title: Worker's Compensation Number: 900 - 350	
	Approved: 2/1/2023	By: Fire Chief Dominic Burchett
	Last Reviewed: 2/1/2023	By: HR Director Kiley Day

REFERENCES:

[Utah Labor Code – Utah Occupational Disease Act](#)

[Utah Labor Code – Workers' Compensation Act](#)

[UFA Policy and Procedure – Discipline](#)

[UFA Policy and Procedure - Fitness for Duty Evaluations and Return to Work after Illness or Injury](#)

[First Report of Injury/Illness Form](#)

LEADERS INTENT:

It is the policy of the Unified Fire Authority (UFA) to ensure its employees are covered by workers' compensation insurance following a work-related injury or illness. Employees are required to report all work-related accidents, injuries, and illnesses immediately.

1.0 Provision

Workers' compensation benefits are provided to all UFA employees, including volunteers, (volunteers receive medical care coverage only) who experience work-related injuries or illnesses. Workers' Compensation benefits are not provided to EMT/Paramedic students unless they are UFA employees. Employees have the right to file a workers' compensation claim when they believe their injury or illness is work-related.

2.0 Eligibility

2.1 All employees are eligible for workers' compensation coverage as required by the State of Utah [Workers' Compensation Act](#) and [Utah Occupational Disease Act](#), as administered by the Labor Commission of the State of Utah.

2.2 After a work-related illness or injury, the workers' compensation benefits may continue upon separation of employment.

3.0 Reporting Requirements

3.1 An employee is required to report an injury, no matter how slight, to the supervisor during the shift/workday or as soon as reasonably possible. If an injured employee fails to report the injury or illness within 180 days, the employee may

be disqualified from receiving workers' compensation benefits. (See UFA Policy and Procedure – On Duty Injury/Illness).

- 3.2 In the event of serious injury involving fatalities or disabling serious injuries, the Human Resources Division or Health and Safety Officer will contact Utah Occupational Safety and Health at 801-530-6901 within eight (8) hours. Upon contact, the Human Resources Division or Health and Safety Officer should document the person contacted at Utah Occupational Safety & Health, the date and hour of notification, and submit this information along with the Employer's First Report of Injury/Illness report.
- 3.3 The supervisor will be responsible to ensure the completion of the First Report of Injury/Illness Form and emailing it to the Human Resources Division and Health and Safety Officer by the end of the shift/workday,

4.0 Medical Care

- 4.1 An employee or volunteer of UFA that suffers a work-related injury or illness that is not life-threatening should seek treatment at a UFA contracted facility during regular business hours. All life-threatening or after-hours injuries that require Emergency Room care should be directed to the closest appropriate hospital.
- 4.2 If the injured employee needs to be taken to an Emergency Room, care should be taken, when possible, to stay within the employee's own insurance network in the event that not all of the costs are covered through Workers' Compensation.
- 4.3 The employee's treating medical provider(s) are required to fill out a medical report describing job restrictions, estimated time of recovery, and referrals for further evaluation of the injured employee. Paperwork will be sent to the Human Resources Division or Health and Safety Officer and the Workers' Compensation Provider.

5.0 Worker's Compensation Benefits Provided

- 5.1 Medical Care: The reasonable expense of medical care necessary to treat a work injury or illness. This includes visits to the doctor, hospital bills, medicine, and prosthetic devices.
- 5.2 Temporary total disability compensation is paid according to the dates that a doctor determines the employee is unable to work. During the period of medical care, doctor's reports will be completed and submitted to establish the dates for which employee compensation will be paid.
 - 5.2.1 The injured employee or employee's supervisor will notify the Human Resources Division or Health and Safety Officer of the expected date of return to work as established by the employee's doctor at the time a determination of the disability is made. The responsible supervisor will ensure a First Report of Injury/Illness Form is completed and that the injured employee is notified of the need to maintain communication regarding work status. If the dated written notification shows a "return to work," it must also state either "full duties" or return to work with listed work

restrictions. The information will be sent to the Human Resources Division or the Health and Safety Officer by the employee, supervisor, or directly from the doctor.

5.2.2 The employee's failure to provide the Human Resources Division or the Health and Safety Officer with accurate information about the medical status may result in disciplinary action in accordance with UFA Policy and Procedure - Discipline.

5.2.3 If necessary, the Human Resource Division or Health and Safety Officer will provide the Workers Compensation provider a copy of the employee's current Job Description, including any significant physical requirements such as standing, lifting, or bending.

5.3 Temporary Partial Disability Compensation is paid if a work-related injury or illness prevents the employee from earning their full regular wage while recovering.

5.4 Permanent Partial Disability Compensation is paid if the work injury or illness leaves the employee with a permanent impairment. The compensation begins when the doctor determines that the worker has reached medical stability; the duration of this compensation is determined according to an "impairment rating" provided by the doctor.

5.5 Permanent Total Disability compensation is paid if the work-related injury or illness leaves the employee with a permanent disability that prevents a return to the employee's former work or any other work that is reasonably available.

5.6 Benefits in case of death: If an employee dies from a work-related injury or illness, workers' compensation will pay a death benefit to assist with funeral expenses. In addition, the employee's spouse and dependent children may be entitled to monthly payments.

6.0 Compensation Payments

6.1 An employee unable to return to work after a work-related injury or illness will be placed on paid Administrative Leave at the time of the incident through the end of their normal working day (for 8-hour employees) or up until midnight (for 24-hour employees).

6.2 Workers' compensation payments are based on the number of days off of work as determined by the physician's statement.

<u>TIME OFF WORK REPORTED BY DOCTOR</u>	<u>PAYMENTS MADE BY WORKERS' COMPENSATION</u>
Less than 3 days	None (Employee can use their own sick or vacation leave)
4-14 days	All days paid by Workers Compensation

More than 14 days

All days paid, including the first 3
days paid by Workers
Compensation

In computing days, the number of weekend days or holidays should be added. Time off does not need to be consecutive but will be confirmed by doctor's reports.

- 6.3 Time away from work following the date of injury will be charged to sick leave except as provided under the Compensation Payments section of this policy.
- 6.4 Following an employee's return to work, partial absences from work that relates to the original injury (doctor's appointments, etc.) will be charged to the employee's sick leave unless the employee has been assigned light-duty as provided in UFA Policy and Procedure - Fitness for Duty Evaluations and Return to Work After Injury or Illness, prior to medical stabilization.

7.0 Workers' Compensation Rates

- 7.1 Workers' Compensation pays 66 2/3% of an employee's average weekly wages up to a maximum amount as defined by workers' compensation.
- 7.2 Employees will be able to use necessary amounts of their own sick or vacation leave to make up the difference in their salary that workers' compensation does not cover.

8.0 Coordination of Social Security Benefits

- 8.1 Employees eligible for workers' compensation and social security benefits may see a reduction in their social security payments. For additional information on the coordination of benefits, the employee can contact the Social Security Administration or www.SSA.gov.

9.0 Employee Responsibilities.

- 9.1 An employee or volunteer must report work-related injuries or illness, no matter how slight, to the supervisor during the shift/workday or as soon as reasonably possible and seek medical treatment, as outlined in sections 3.0 and 4.0.
- 9.2 Change of Doctor or Medical Facility: **Employees may make one change of doctor or medical facility** with written notice to the workers' compensation provider. Employees must submit notice to the workers' compensation provider prior to visiting any newly chosen doctor or medical facility.
- 9.3 Change of Address: Employees who have a change of address will notify the Human Resources Division immediately.

10.0 Return to UFA Employment

- 10.1 Upon release from the medical provider, the employee will return to the same or comparable position, at the same rate of pay, held at the time of injury, in

accordance with UFA Policy and Procedure - Fitness for Duty Evaluations and Return to Work After Injury or Illness.

- 10.1.1 If the attending physician states the employee cannot perform the essential job duties with or without reasonable accommodation of the position the employee held at the time of injury, UFA is not required to return the employee to work.

Replaces policy dated: September 28, 2015