



**PROCESS WHEN INDUSTRIAL INJURY OCCURS**

**SUPERVISOR:**  
If injury is life threatening, call 9-1-1

**SUPERVISOR:**  
With injured employee, immediately calls Company Nurse BEFORE injured employee seeks treatment. Within 24 hours of knowledge, gives WC Claim form (DWC-1) to EE. Provide EE with FACTS Brochure

SUPERVISOR – submits investigation of employee injury and witness forms to Dept HR and TPA

WCL – receives a nearly completed 5020 for review and completion and submits to TPA

TPA – Within 14 days of knowledge/date of injury: Determines whether or not claim is compensable. If claim is delayed, determination is made within 90 days of knowledge/date of injury.

**CLAIM DENIED**

**CLAIM APPROVED/ACCEPTED**

**EE RELEASED TO TEMP MOD DUTY (TMD)**

SUPERVISOR:  
Receives Work Status Report (WSR), submits to HR/WCL.

WCL/SUPERVISOR:  
Determine temp mod availability and makes offer to EE.

WCL: Monitors mod work participation, not to exceed 90 days.

WCL: If not released to full duty after 90 days, takes EE off work, sends notice to EE with copy to RMU and TPA.

**EE RELEASED TO FULL DUTY/UC**

**EE WORKS WHILE RECEIVING MEDICAL TREATMENT**

SUPERVISOR: Monitors work status reports and EE's request for W57 – medical appt. Pay EE.

WCL: Reviews permanent restrictions, notifies operating department, meets with EE and conducts 30-60 day dept-wide job search and exploration of permanent accommodation of U&C job.

**EE OFF WORK/DISABLED**

SUPERVISOR: Completes timesheet for absent EE. Obtains/Submits verification for all authorized time off. Maintains contact with EE.

WCL/SUPERVISOR: Depending on extent of the injury, EE may be off work for a long period of time. Continue monitoring and obtaining disability certification until deemed P&S or MMI

Once P&S/MMI, TPA will provide WCL permanent restrictions.

**IF ACCOMMODATED OR JOB FOUND**

HR/WCL: Sends permanent mod/alt offer to EE with copy to TPA and RMU.

**JOB ACCOMMODATED AND DOCUMENTED**

**COUNTY JOB OFFERED**

**TRANSFER PAPER COMPLETED**

**IF NOT ACCOMMODATED OR NO JOB FOUND**

WCL: Begins Reasonable Accommodation Process- Countywide search.

HR: Schedules reasonable accommodation/job search with EE.

WCL: Discusses options– Disability Retirement and Resignation if no job found .

**NO COUNTY JOB OFFERED**

**EE or DEPT FILES FOR DISABILITY RETIREMENT**