



ADMINISTRATIVE POLICIES

SECTION:	Health, Safety & Security		POLICY #:	505	
TITLE:	Injured Worker		PROCEDURE #:	505-A	
			ORDER #:	08-65	
DEPT:	Business Services		DIVISION:	Risk Management	
ADOPTED:	4/91	REVIEWED:	4/08	REVISED:	5/08

PURPOSE: The purpose of this policy is to establish organizational guidelines and procedures regarding the rehabilitation of workers injured while performing assigned duties and to return those workers to productive employment as soon as medically appropriate.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: For the purpose of workers’ compensation benefits, this policy applies to:

1. Regular, trial service and temporary employees
2. Sheriff reserve deputies in the enforcement and corrections divisions
3. Sheriff cadets
4. Marion County Search and Rescue volunteers while under the direction and control of the sheriff’s office, including crew 18, jeep patrol, posse, search and rescue communications (SARCOM), special vehicle unit, northwest search dogs, and chuckwagon

All volunteers not listed above are covered under the Marion County Volunteer Injury Coverage policy #514.

The early return-to-work sections of the injured worker procedures involving temporary modified jobs apply to all workers.

SUBJECT: INJURED WORKER

GENERAL POLICY: Marion County shall provide workers' compensation insurance as required by state law. Employees who file a claim for workers' compensation shall be provided all benefits and rights in accordance with ORS Chapters 656 and 659A and OAR Chapter 436, and nothing in this policy is intended to diminish those benefits and rights. It is the policy of Marion County to:

1. Return injured workers to good health and productive employment at the earliest medically appropriate opportunity.
2. Minimize the impact of workers' compensation benefits on the county's self-funded insurance program by lowering claim-related costs.
3. Develop temporary modified jobs for injured workers in all county departments.
4. Comply with State of Oregon Workers Compensation and Bureau of Labor and Industries laws.
5. Provide consistent countywide guidelines for managers, supervisors and employees on the coordination of workers' compensation claims.
6. Maintain effective communications with employees, physicians, departments, and the claims administrator to promote fair and cost-effective claims management.

POLICY GUIDELINES:

1. Responsibilities:

Risk management is responsible for the implementation and revision of these procedures. Supervisors of injured workers are responsible for coordinating investigation, documentation, and return-to-work with risk management to ensure applicable rules and policies are followed.

2. Exceptions:

Any exceptions to this policy and corresponding procedures must be approved by risk management. Violation of this policy may result in discipline up to and including discharge, subject to applicable collective bargaining agreements and personnel rules.

3. Implementation:

Risk management will implement this policy and make revisions as necessary. This policy will go into effect upon board approval and following any mandatory bargaining requirements by labor unions.

SUBJECT: INJURED WORKER

4. Periodic Review:

Risk management will periodically review this policy and the corresponding procedures to ensure compliance with applicable laws and rules.