

Workers Compensation

I. Purpose

To establish procedures for administration and eligibility for Workers' Compensation.

II. Policy Statement

All employees, except uniformed employees under the LEOFF I System, are covered by state Workers' Compensation – a program of industrial insurance to protect workers, their families, and dependents from loss due to an industrial accident or illness. Full-time uniformed, sworn employees hired prior to October 1, 1977, are provided coverage under the LEOFF I system.


III. Procedures

- A. Any employee involved in an industrial injury or an occupational illness, as defined by the Washington State Workers Compensation law, must report the incident to his/her immediate supervisor or Department Director within 24 hours or as soon thereafter as possible. The affected employee must also file an application for Workers' Compensation in accordance with applicable laws, rules, or regulations.
- B. To ensure that the employee receives prompt and regular payment during periods of industrial injury or occupational illness, the employee will be placed on paid sick leave as long as accrued sick leave is available. If the employee has exhausted his/her sick leave, he/she will be placed on unpaid leave of absence or may elect to use accrued vacation or floating holiday leave.
- C. When an employee receives Workers' Compensation benefits, he/she is required to repay to the City, the amount of time loss covered by Workers' Compensation and previously advanced by the City. To meet this requirement, the employee is required to sign over his/her time loss payments from the Department of Labor and Industries. The City will then "buy back" a proportionate amount of sick leave used during the period of absence. The City does not buy back vacation or floating holiday leave, consistent with Department of Labor and Industries regulations.

- D. For purposes of calculation for all employees not covered by LEOFF, the amount of the Workers Compensation award is divided by the employee's regular hourly rate of pay to determine the number of hours to be restored to the employee's sick leave accounts. Since time-loss payments are calculated based on a daily rate, the City will calculate the sick leave credit based on its workweek (from 12:01 A.M. Saturday to 12:00 A.M. Friday) and apply that to the amount received.
- E. Employees covered under LEOFF II receive payment of a "disability leave supplement" as described in RCW 41.04.500-550 and RCW 51.32.090. Sick leave credit will be calculated accordingly. (Payment of the supplement does not eliminate the requirement for LEOFF II employees to participate in the City's sick leave buyback program.)
- F. Under no circumstances may an employee receive more pay while not working than he/she would receive if at work unless the employee is using approved vacation or floating holiday leave.
- G. Consistent with the City's family and medical leave policy, absences due to industrial illness or injury that qualify for time loss payments under workers compensation statutes will typically qualify for and be counted as family and medical leave.

Approved:


Tina Roberts, Mayor


Date