

Workers' Compensation Insurance

County employees are covered under the provisions of the South Carolina Workers' Compensation Act. The County pays the entire cost of Workers' Compensation insurance. This program provides weekly benefits, where applicable, to be made to employees who are injured on the job with an injury arising out of and in the course of employment, and are unable as determined by a physician to perform the essential functions of their job. The length of time and amount of these payments are determined and administered by the South Carolina Workers' Compensation Commission and the County's insurance carrier, SC Association of Counties. Failure to immediately notify a supervisor of a work-related injury or illness may result in the loss or delay of benefits as well as disciplinary action up to and including termination from County employment.

On-the-Job Injuries

When an employee is injured on the job, s/he **must immediately report the injury** to the supervisor. The employee must then obtain the necessary medical treatment as set forth below:

- In an emergency situation, the employee should be taken by emergency vehicle to the nearest emergency facility.
- For all other injuries, the employee should be taken or directed to the designated County facility for treatment.

Either the supervisor of the employee, the Human Resources Department, Risk Management staff or the Administrator can provide the information regarding the treatment facility to be used. Unauthorized treatment may result in the employee paying for the treatment at his own expense.

Vehicle Incidents/Property Damage/On- or Off-Road Equipment

All incidents involving County or private property damage, automobile incident, on-road or off-road equipment, utility vehicles, watercraft or any other non-vehicular equipment **must be reported immediately** to the employee's supervisor and to Risk Management Services. A police report should be obtained for all vehicle accidents from the governing jurisdiction. Property damage claims, if possible, should have a police report. All internal insurance forms required by the County for reporting must be turned in no later than the morning of the first County work day following the incident or accident.

Those employees whose work responsibilities require the assignment of a vehicle owned by the County will operate the assigned vehicle for the purpose of official business. The Administrator must authorize any exception to this policy.

Any unauthorized personal use of such assigned vehicle is forbidden and may subject the employee to disciplinary action. Operators must be responsible for all fines or damages resulting from their own negligence. Operators must possess a valid and appropriate driver's license for the vehicle being driven. Employees whose jobs may require them to operate a motor vehicle are **required to notify the County immediately** in the event that any restriction or revocation is imposed on an employee's ability to legally operate a motor vehicle. If possession of a valid and current driver's license is an essential function of the employee's position, the employee's **failure to possess such a driver's license may result in administrative action by the County up to and including termination.**

Special note. DO NOT CALL OR PRESENT A CLAIM DIRECTLY TO THE COUNTY'S INSURANCE COMPANY OR INSURANCE AGENT. CALL COUNTY RISK MANAGEMENT.

Temporary Transitional Duty

An employee whose fitness for duty deficiency arises from an on-the-job injury may be eligible for the County's Temporary Transitional Work Program. If an employee is eligible for the program, the Human Resources and Risk Management departments will coordinate the employee's participation in the program. The purpose of the program is to provide bona fide work on a temporary basis that is within the eligible employee's medical restrictions and skill set. The goal of the Temporary Transitional Work Program is to transition the employee back to the position the employee held immediately prior to the injury. Bona fide work is work that (1) the County has determined serves a legitimate County need and (2) the performance of which is in the best interests of the County.

The County guarantees "light duty" to no one. As a general rule, an employee who is unable to perform all of the essential functions of the employee's job without or with reasonable accommodations will not be permitted to work. However, in limited circumstances and on a case-by-case basis, the County may choose to permit an employee who has been injured on the job to perform temporary transitional duty functions, provided the County determines that there is a