

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-6****Policy Title:**

Workmans' Compensatio Insurance

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone provides a comprehensive workmans' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workmans' compensation insurance provides medical benefits on day one, including hospitalization if needed.
2. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. In the event an employee's supervisor is not available, the injured employee may report the injury directly to the nurse on duty. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure to report may result in internal disciplinary action for possible fraud, consistent with state law.
3. All on-the-job or work related injuries, requiring medical attention will be assessed by an agency nurse and treated by the employees' choice from a list of facility designated medical providers. Injuries requiring medical treatment after the medical provider's office closes will be treated by the facility designated emergency room. Keystone will only assume financial responsibility for medical treatment provided by the designated provider.
4. Employees are not entitled to workmans' compensation for days missed until the eighth (8th) day of disability and after the claim has been determined to be compensable. Leave time may be used for the first seven (7) days of disability. Eligible employees will be paid for days one (1) through seven (7) after the fifteenth (15th) day of disability. Beginning on the eighth (8) day of disability, injured employees are eligible to receive

compensation equal to sixty-six and two-thirds percent (66 & 2/3%) of your average weekly wages as defined by state regulation. Currently workmans' compensation payments are not taxable for income tax purposes.

5. Employees are not able to use accrued leave time and workmans' compensation at the same time.
6. Neither Keystone nor the insurance carrier will be liable for the payment of Workmans' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by Keystone.
7. All questions regarding Workmans' Compensation and/or treatment of injuries should be referred to the human resources Department.

NOTES: