

[Municipality Name] Workers' Compensation Policy

Purpose:

This policy outlines the guidelines and procedures for managing workers' compensation claims and related matters within [Municipality Name].

Policy Statement:

[Municipality Name] is committed to compliance with the New Jersey Workers' Compensation Law and relevant regulations governing workers' compensation.

Designation of Responsibilities:

- a. Municipal Clerk/Administrator: The Municipal Clerk/Administrator shall be responsible for overseeing the implementation of this policy and ensuring compliance with all applicable laws.
- b. Human Resources Department [or other municipal department]: The Human Resources Department [or other municipal department] shall be responsible for managing worker's compensation claims, coordinating with injured employees, and facilitating the return-to-work process.

Reporting a Workplace Injury:

- a. Any employee who sustains a workplace injury or illness must report it to their supervisor or the Human Resources Department as soon as possible.
- b. Supervisors should promptly notify the Human Resources Department of any reported injuries or illnesses.

Filing a Worker's Compensation Claim:

- a. The Human Resources Department [or other municipal department] will assist injured employees in filing a worker's compensation claim with the municipality's insurance carrier.
- b. All required forms and documentation must be submitted accurately and promptly to the insurance carrier.

Return to Work:

- a. [Municipality Name] is committed to facilitating the return-to-work process for injured employees when medically appropriate.
- b. Modified duties may be offered in compliance with applicable New Jersey and Federal Law to accommodate an employee's medical restrictions during their recovery.

- c. Open communication between the injured employee, their treating physician, and the Human Resources Department [or other municipal department] is essential for a successful return-to-work plan.

Dispute Resolution:

- a. Disputes related to workers' compensation claims will be addressed in accordance with New Jersey Workers' Compensation Law and any applicable legal procedures.
- b. Employees have the right to consult with legal counsel regarding their claims.

Record Keeping:

- a. The Human Resources Department [or other municipal department] will maintain accurate records of all worker compensation claims, including injury reports, medical documentation, and correspondence with the insurance carrier.
- b. Records will be retained in accordance with applicable state laws.