

WORKERS' COMPENSATION POLICY

Purpose/Objective

The [Municipality] provides workers' compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Entitlement to workers' compensation benefits is controlled by applicable law. Employees are required to immediately report all work-related accidents, injuries and illnesses.

Eligibility

This policy applies to all employees who experience an injury or illness that arises out of the course and scope of employment.

Procedures

All work-related accidents, injuries or illnesses involving employees, even those that are not serious, must be immediately reported to [Clerk/Administrator/Supervisors/Human Resources/other job title]. Employees who experience a work-related accident, illness or injury will be required to complete the appropriate forms and cooperate with the [Municipality] in complying with its recording, reporting and investigation obligations.

If the work-related accident, injury or illness results in the employee being placed on a leave of absence, the [Municipality's] various leave policies will apply to that absence. The [Municipality] strives to bring employees back to work as soon as possible following a work-related accident, injury or illness. Thus, while employees are on a leave of absence, they should stay in contact with [Clerk/Administrator/Supervisors/Human Resources/other job title] regarding their expected return to work.

Pursuant to the [Municipality's] [Disability Accommodation Policy], when requested, the [Municipality] will provide a reasonable accommodation for any known physical or mental disability of a qualified individual, provided the requested accommodation does not create an undue hardship for the [Municipality] or pose a direct threat to the health or safety of others in the workplace or of the requesting employee. Once the [Municipality] is aware of the need for an accommodation, the [Municipality] will engage with the employee in an interactive process to identify possible accommodations.