

PLEASE POST THIS REMINDER FOR ALL EMPLOYEES

Workers' Compensation

As required by State law, the Town of Atlantic Beach provides workers' compensation insurance for all employees. Benefits are paid under this coverage if the employee has an on-the-job injury or illness.

The workers' compensation insurance pays for all necessary medical treatment, including hospitalization, doctors' fees, and prescriptions. The schedule of payment is set by law. Work-related claims **shall not be filed** under the Town's regular group health plan.

The following procedures shall be followed by an employee who is injured while at work:

1. Notify supervisor immediately.
2. Complete the Supervisor's Incident Report. If employee cannot complete the form, supervisor will complete it for employee.
3. Minor first aid cases will be handled in the workplace. If further medical assistance is necessary, the employee must go to the Town-approved primary care provider, Beachcare Urgent Care Center. Employee shall obtain a Medical Authorization and Attending Physician's Report from the Personnel Officer (OR FROM DISPATCH IF TOWN HALL IS CLOSED) and present it to the medical facility at the time of treatment. This report must be completed by the physician and returned to the Personnel Officer. If Beachcare Urgent Care Center is not open, the employee shall go to Carteret General Hospital; follow-up care will be provided by one of the primary care providers approved by the Town's workers' compensation carrier. In the case of a serious or life-threatening injury, the employee shall be taken immediately to the nearest emergency room.
4. Drug tests will be administered during the initial visit.
5. The Town's workers' compensation insurance carrier must authorize referrals to other doctors and medical facilities, as well as additional medical treatment.
6. It is the employee's responsibility to keep the Personnel Officer informed in writing of all doctor appointments, leave to be taken, and restricted workloads. Copies of medical and workers' compensation correspondence are to be provided to the Personnel Officer.

In the event that an employee loses time from work as a result of a work-related injury, the employee will receive a weekly benefit payment based on his or her earnings in accordance with a schedule set by law, following a waiting period of seven (7) days. During the seven (7) day period, the employee may use accumulated sick or vacation leave.

The Town of Atlantic Beach specifically includes the following diseases and conditions as occupational diseases for purposes of workers' compensation leave: infection with smallpox, infection with vaccinia (the virus in smallpox), or any adverse medical reaction when the infection or adverse reaction is due to the employee receiving in employment vaccination against smallpox pursuant to the federal Homeland Security Act, or when the infection or adverse medical reaction is due to the employee being exposed to another employee vaccinated as described in this section. Any such employee who is absent from work as a result of an adverse reaction to the smallpox vaccination may elect to use accrued sick leave or vacation leave during the first workers' compensation waiting period.