



COUNTY OF PRINCE GEORGE
Human Resources Department
P.O. Box 68
Prince George, VA 23875
Phone (804) 722-8669 Fax (804) 732-1967

Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: December 4, 2017

Re: Personnel Policy Changes

Staff has reviewed the personnel policies related to Worker's Compensation Insurance and have a recommendation to update that policy effective December 12, 2017. Staff's recommendation is listed below.

Proposed Changes:

Worker's Compensation Insurance

This policy was completely re-written, as the previous policy had not been reviewed since 2006. The policy now establishes that the coverage is provided to all full and part-time employees at no cost to the employee. Procedures for notifications and responsibilities of the employee and supervisor are detailed. The amount of compensation during a time of incapacity is explained, the use of leave pending the claim approval is clarified. The employee is informed of the possibility of light duty assignments. Section 26.8 relating to the use of Family and Medical Leave (FMLA) will be removed from the policy.

Please place on the Board of Supervisor's agenda the review and adoption of the changes. I am available at your convenience to discuss further.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 28th day of November, 2017:

Present:

Vote:

William A. Robertson, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Alan R. Carmichael
Hugh G. Mumford
T. J. Webb

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTION 26.1 THROUGH 26.8
ENTITLED *WORKER'S COMPENSATION*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Worker's Compensation Insurance* Section 26.1 through Section 26.7 be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 12th day of December, 2017 does hereby amend the Prince George County Personnel Policy by revising policy entitled *Worker's Compensation Insurance* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 26.1	Page 1 of 3
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Worker,s Compensation Insurance	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

26.1 Worker's Compensation ~~Coverage Insurance~~

The County provides Workers' Compensation insurance coverage at no cost to employees. This insurance program covers an injury (by accident) or illness (occupational disease) which arises out of and in the course of employment that requires medical, surgical or hospital treatment. Workers' Compensation coverage is provided to all employees.

26.2 Notification Responsibility

Notification to the County Administrator's Office shall be within two hours of the first business day following any injury or illness, which occurred during an emergency situation. The County Administrator shall be notified immediately in the event of a fatality. Notification should be made by the injured worker or their supervisor if the injured worker is unable to do so.

Each department shall establish procedures for notification of appropriate personnel for emergency and after-hours situations, including notification of injury or illness of employees during such times. Departmental procedures shall be communicated to all employees affected.

26.3 Employee Responsibility

It is mandatory that every work-related injury or illness regardless of severity be reported immediately by the employee to his/her immediate supervisor. In addition, when circumstances allow, the employee shall contact the Company Nurse hotline at the time of supervisor notification. Failure to report an injury/illness promptly may result in the loss of compensation and payment of medical expenses.

26.4 Supervisor Responsibility

The immediate supervisor of the injured employee shall assist the employee when necessary to complete all required information. In addition, the supervisor should report the injury to the Human Resources Department within three hours of the incident. The status of the injured worker should be included in the report.

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SUBJECT: <u>Sick Leave Bank Worker's Compensation Insurance</u>	POLICY NUMBER: <u>26.4 to 26.7 26.1 to 26.8</u>	DATE ISSUED: January 1, 2006	Page 2 of 3
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26.5 Amount of Compensation during Incapacity

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The injured employee will not be required to use accumulated leave for the first seven calendar days immediately following the date of injury. An employee receiving Worker's Compensation payments may use accumulated leave in order to maintain his/her regular income. However, in no case shall the total wages received be greater than what the employee's base pay would be if he/she was not injured. The employee's gross wages will be determined by the average gross pay the employee received in the 13 weeks prior to the injury. The County agrees that any employee injured on the job shall be paid a full day's wage for the day of the accident if his/her treating physician advised that the employee could not or should not return to work that day. A work note to that effect must accompany the employee when returning to work the following work day.

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26.6 Use of Leave Pending Claim for Worker's Compensation

If a Worker's Compensation claim is initially denied by the Virginia Worker's Compensation Commission (VWCC) and later, after a VWCC hearing, the claim is subsequently determined to be compensable under the Act, a leave adjustment shall be made to credit the employee's leave balances for the portion of Worker's Compensation awarded.

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26.7 Light Duty Work Assignments

The County actively supports a light duty program when available. An effort shall be made within the employee's department to find a suitable modified work assignment for an employee that is unable to perform his/her regular duties. Any return to work action taken by the County shall be in accordance with state and federal laws and regulations.

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The modified work assignment shall be based upon the treating physician's medical evaluation (including information on required medical treatments, recovery prognosis, work restrictions and time frames). The Department Director, with the assistance from the County Attorney and Human Resources Director shall carefully consider the medical report(s) and the availability of suitable modified duty prior to initiating a modified work assignment.

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An injured employee who refuses any suitable employment shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the VWCC, the refusal was justified.

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26.8 FMLA while on Worker's Compensation

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SUBJECT: Sick Leave Bank <u>Worker's Compensation Insurance</u>	POLICY NUMBER: 26.1 to 26.7 <u>26.1 to 26.8</u>	DATE ISSUED: January 1, 2006	Page 3 of 3
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~~An employee who is on workers' compensation for more than two weeks shall be informed by the Human Resources Department that his/her worker's compensation absence will be counted against the employee's FMLA leave entitlement. An employee who is receiving workers' compensation benefits while on FMLA leave may not be forced to return to work in a light duty assignment prior to the expiration of the FMLA leave entitlement. However, if the employee refuses to accept the light duty assignment, workers' compensation benefits will be suspended, unless in the opinion of the VWGC the refusal was justified.~~

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~~As required by Virginia law, employees of Prince George County are covered by Worker's Compensation from the date of employment. Employees shall report any on-the-job injury immediately to their supervisor or person in charge, who shall render the necessary aid and advise the Department Director. There shall be a Notice of Injury filed with the Office of the County Administrator no later than 2:00 P.M. the following day.~~

~~The County agrees that in the event of an on-the-job injury to an employee, such employee will receive Worker's Compensation plus a supplement from the County which will, for a maximum of ninety (90) work days, result in the employee receiving gross pay equal to the average gross pay the employee received in the thirteen (13) weeks prior to the disability. The time lost as a result of the on-the-job injury, during the ninety (90) day period, will not be charged against any existing type-leave time.~~

~~The County agrees that any employee injured on the job shall be paid a full day's wage for the day of the accident if his/her treating physician advised that the employee could not or should not return to work that day.~~

~~Employees injured in on-the-job related accidents shall be given light duty assignments, when permitted to do so by the attending physician and if such light duty work is available. The light duty assignments shall not be limited to departmental activities.~~

COUNTY OF PRINCE GEORGE, VIRGINIA

Percy C. Ashcraft
County Administrator



BOARD OF SUPERVISORS
Alan R. Carmichael
Donald Hunter
William A. Robertson, Jr.
Hugh G. Mumford
T.J. Webb

December 12, 2017

Commonwealth of Virginia
Auditor of Public Accounts
P. O. Box 1295
Richmond, Virginia 23218

Dear Ms. Mavredes,

We hereby attest, in accordance with Section 15.2-2510 of the Code of Virginia, the County of Prince George's audited financial report, for the fiscal year ended June 30, 2017, has been presented to the local governing body at a public session on December 12, 2017.

Local chief elected official signature

William A. Robertson, Jr., Chairman
Printed Name/Title

Local chief administrative officer signature

Percy C. Ashcraft, County Administrator
Printed Name/Title

County of Prince George
Commonwealth of Virginia

The foregoing statement required by the laws of the Commonwealth was acknowledged before me this 12th day of December, 2017, by Teresa H. Knott

Notary Public's Signature

Notary Seal

Teresa H. Knott, Deputy Clerk of the Board
Notary's Printed Name/Title

Notary registration number:

7509955

My commission expires, *May 31, 2019.*