

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO.: A-139
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DATE: July 1, 2008

SUBJECT: WORKERS' COMPENSATION PAY PROCEDURE

GENERAL:

The purpose of this bulletin is to outline the procedure for paying Workers' Compensation to injured employees through SAP, the District's Human Resources Management System. All Workers' Compensation Benefits will be provided to injured employees per the Florida Workers' Compensation Statutes (Chapter 440), District Policies, and appropriate bargaining contracts. The focus of the District's Integrated Workers' Compensation Program is to provide access to a high level of medical care, maximize positive clinical outcomes, and minimize residual disability.

In the event a compensable Workers' Compensation injury results in temporary restrictions impacting the injured employee's ability to perform their job responsibilities; the supervisor, Workers' Compensation Management Organization (WCMO), and the Risk Management Department will work collaboratively to identify and provide temporary modified duty for the injured employee.

In the event the compensable injury results in an employee's inability to work, they shall be entitled to Illness in Line of Duty (ILD) Leave in accordance with applicable contract provisions and School Board Policy. ILD Leave is only provided to individuals employed under written contract and/or permanent, full-time employees. Temporary and part-time employees are not eligible for ILD Leave. ILD Leave can be utilized in full or partial days and may also be used for employees to attend authorized Workers' Compensation medical appointments and treatment. The code for ILD in the SAP is WCL (Workers' Compensations Paid Leave). If an injured employee is absent from work beyond their allotment of ILD leave, the employee may authorize the utilization of sick or vacation leave (they have available), at a charge of 2.67 hours of leave for each scheduled work day they miss.

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A. Location's (School/Department) Responsibilities:

1. Upon receiving knowledge of a work related injury or illness, the injured employee's Supervisor, Principal, or Department Administrator must immediately notify the District's Workers' Compensation Management Organization (WCMO) at 1-800-374-4810. In the event of emergencies requiring immediate medical attention, 911 should be called prior to notifying the WCMO.
 - a. There is no required documentation to complete at the school or department, as all information will be provided to the WCMO during the initial triage call.
2. If the injured employee leaves to attend the first authorized medical visit on the same day the accident is reported, SAP should not reflect any absent time for that day.
3. If the injured employee receives restrictions from their authorized Workers' Compensation (WC) Physician, the location will work collaboratively with the WCMO and Risk Management to accommodate the employee by providing temporary modified duty, per the District's Stay-at-Work Program.
4. When the employee is absent (full day or increments) due to their WC injury, the location will enter Unpaid Leave (PLV) in Cross Application Time Sheets (CATS) in SAP. The location must email Risk Management (workerscomp@browardschools.com) on the last day of each pay period to provide the absence information. Upon receipt of the email, Risk Management will verify that the absence(s) was related to their WC injury and make any appropriate changes in the system.
5. When the employee exhausts their WCL leave, the location must enter absences in CATS for Workers' Compensation Unpaid Leave (WCU).
 - a. Risk Management will send an email to the location's designated WC/payroll contact instructing them to begin inputting daily absences in CATS for any future absences (full or partial) under Workers' Comp Unpaid (WCU), until further notice from Risk Management.
6. When the employee returns to work, the location must contact the Risk Management Department, to confirm the status of employee and coordinate that absences have been entered correctly. Risk Management will remove the employee from the WC Extended Leave.
7. Once the employee has returned to work, the location resumes full responsibility for inputting daily absences in CATS.

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B. Risk Management's Responsibilities

1. Provide assistance to locations regarding making temporary modifications to accommodate restrictions in conjunction with the District's Stay-at-Work Program.
2. Input absences in CATS for all WCL (Workers' Compensation Paid Leave).
 - a. Receive emails from locations indicating an employee was absent due to WC and PLV was entered in CATS.
 - b. Verify that the absence was WC related. If so, change the PLV absence to WCL in CATS. If not, inform the location that the absence will not be changed by Risk Management and the location can determine if the absence should be PLV, SCK, or other leave.
3. The day an employee exhausts their allotment of WCL Leave, Risk Management will:
 - a. Place the employee on Workers' Compensation Extended Leave (Code 7).
 - b. Email the location's designated WC/payroll contact. The email will instruct the location to input any future absences (full or partial) as Workers' Comp Unpaid Leave (WCU) in CATS, until further notice from Risk Management.
 - c. Notify the WCMO (claims adjuster) to ensure indemnity benefits are initiated, if appropriate, per Florida Statutes (Chapter 440).
4. Receive and process applications to supplement sick and vacation time.
 - a. Employees are eligible to supplement 2.67 hours of sick (SCK) or vacation (VAC) leave per day while on WC Extended Leave (even after they reach Maximum Medical Improvement and are no longer receiving indemnity benefits from the WCMO).
5. Communicate with WCMO and location to determine when an employee is able to return to work (full duty or modified duty).
6. Notify the location of the date the employee is expected to return to work. Risk Management will also instruct the location to enter absences other than WCU (e.g. PLV, SCK, or other) in the event the employee does not return on the expected date.
7. Upon notification that the employee has returned to work, Risk Management will:

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- a. Notify the Personnel Records Department (via facsimile) to remove the employee from the Workers' Compensation Extended Leave (Code 7).
 - b. Generate and review the absence and attendance report to ensure location was compliant with inputting WCU while on Workers' Compensation Extended Leave.
8. Provide support and assistance to locations regarding any questions relating to an injured employee's restrictions, modifications, absences, etc.

C. Payroll Department Responsibilities

1. Contact the Risk Management Department if any payroll errors or concerns are identified regarding WC payment.
2. Assist Risk Management with correcting errors in SAP regarding payroll (underpayments, overpayments, etc.).

D. Human Resources Information Systems (HRIS) Department Responsibilities

1. Remove injured employees from WC Extended Leave, per the request (via facsimile) of the Risk Management Department.

E. Workers' Compensation Management Organization's Responsibilities

1. Telephonically receive and process new reports of injury or illness for District employees through the Broward Schools Comp Unit Triage Line (1-800-374-4810).
 - a. The WCMO triage nurse will direct and arrange all appropriate medial care for the employee through the District's authorized treating clinician network.
 - b. Obtain all information necessary to complete a First Report of Injury or Illness Form, per the Florida Division of Workers' Compensation.
 - c. Assign the claim to the appropriate nurse case manager and adjuster team.
 - d. Mail a Workers' Compensation Information Packet to employee.

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2. The WCMO nurse case manager / adjuster team will provide the injured employee with information regarding the Workers' Compensation Process.
3. The WCMO nurse case manager will:
 - a. Direct and arrange all follow up care for the injured employee.
 - b. Contact the employee's supervisor after each medical visit to provide a work status and assist with temporary accommodations to provide modified duty.
 - c. Communicate medical information to adjuster, Risk Management Department, employee, and employee's supervisor, as necessary.
 - d. Provide verification of Workers' Compensation approved medical appointments and absences to Risk Management Department.
4. The WCMO adjuster will:
 - a. Provide all Workers' Compensation Benefits to employee, as appropriate.
 - b. Investigate claim through standard procedures.
 - c. Communicate with Risk Management to determine correct tracking of absences to ensure employee is paid the accurate amount of ILD leave prior to receiving indemnity benefits through WCMO.
 - d. File all forms as required through the Division of Workers' Compensation.