

V. GROUP HEALTH AND RELATED BENEFITS

D. WORKERS' COMPENSATION BENEFITS

It is the responsibility of each individual employed by the City of Lawrence to utilize good judgment and caution in the performance of daily duties. In the event of a work-related injury or illness, regardless of medical need, an employee shall notify their supervisor or department representative and Risk Management immediately. An Employee Report of Event form and a Supervisor Investigation of Event Report must be completed within twenty-four (24) business hours for every injury that occurs on the job, even if the injury appears to be minor and no medical care is provided.

The City's Workers' Compensation program is administered by the Risk Management division of the City Manager's Office. The Risk Management Division provides case management and claims administration for all injured Employees. The program is approved annually by the Kansas Department of Labor, Division of Workers' Compensation, Self-Insurance/Business and Accounting Section.

Under Kansas Workers' Compensation Statutes, medical care is directed and provided by the City of Lawrence. The Risk Management division is responsible for the authorization and coordination of all medical services to be provided by the City's designated Medical Director and any authorized medical specialist referrals. If the employee otherwise elects to go to a physician other than the designated City Medical Director or seeks medical care that is not authorized by the Risk Management division, it will be considered an unauthorized medical expense. The employee will continue to attend medical appointments as directed by the Risk Management division.

All medical and prescription bills for work-related injuries should be directed to the Risk Management division.

The City will pay the difference between the Workers' Compensation benefits and full salary on the first lost workday through the 82nd calendar day that the employee is not able to work. The employee shall not be required to use sick leave unless the employee is on modified duty and the needs to use leave to be absent for work. The injured employee may use accumulated sick leave and vacation leave after the 82nd calendar day that the employee is not able to work.

If an employee chooses not to participate in light duty that is provided by the City, the employee will not be eligible to receive the salary supplemental benefits for the 82 days and will have to use benefit time. The 82 calendar days is constant from the first lost day even if the employee chooses not to return to light duty.

After 82 calendar days, Workers' Compensation total temporary disability (TTD) benefits are paid at the rate of 66 2/3% of the employee's gross average weekly wage at the time of the injury, not to exceed the state maximum. Sick leave and/or vacation benefits can be used to supplement the Workers' Compensation benefit up to the employee's gross average weekly wage. Workers' Compensation Benefits for temporary total disability (lost work time) are issued by the Risk Management division on regular payroll dates and are to be claimed in the Risk Management Office. Direct deposit is not available for TTD payments.

The City authorized physician will determine an injured employee's work status at every medical examination. The employee must provide to their supervisor or department representative a work status report signed by the City authorized physician following each appointment and before returning to full or modified duty.