

# LDWA PERSONNEL POLICIES AND PROCEDURES

## SECTION XVI: BENEFITS

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### 1. WORKER'S COMPENSATION.

- A. All employees are covered by workers compensation that provides medical reimbursement and disability benefits for job-related illness or injury. An employee does not accrue benefits while receiving workers compensation payments. For exact compensation coverage, check the workers compensation contract on file with LDWA.
- B. Hours not worked do not to accrue during this period.
- C. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. They must tell the doctor, HOW, WHEN and WHERE the accident occurred. The doctor will complete a medical report and copies of this report should be sent within seven (7) days to the LDWA insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan).
- D. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to LDWA Board immediately. After Form 122 is filled out, a copy must be sent to the insurance carrier and a copy must be sent to the Industrial Commission within seven (7) days of the date of injury.
- E. Reporting while off the Job. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact the LDWA Board and Office Administrator weekly and report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
- F. Return to Service. All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work in light duty status may be required to work in a different department and perform duties not contained within their current job classification.

- A. At the time of final release or settlement of a workers compensation claim, if no vacancy exists and, if a reasonable effort, which has proven to be unsuccessful, has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.
2. **SOCIAL SECURITY/FICA.** All employees whether full-time, part-time, hourly, salary, or temporary, are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and LDWA will be made in accordance with the provision of the law.

3. **CONTINUING EDUCATION.** Employees are encouraged to obtain continuing education through attendance at job-related seminars. Requests for attendance must be approved in writing and advance by the LDWA Board members.
- A. Required by LDWA. When LDWA requires an employee to attend any education or training course, conference, seminar, or certification course, LDWA will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.
- B. Encouraged by LDWA. Employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the LDWA Board and upon successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts. Proof of successful completion will include one of the following:
- (1) A certificate indicating successful course completion, if applicable.
  - (2) A grade point average of 2.5 or higher on a 4.0 (A, B, C, D) scale.
  - (3) A grade of pass on a pass/fail grading system.