

## SECTION H – EMPLOYEE BENEFITS

**Reporting an Accident or Injury** – Any employee who is injured on the job must immediately report such injury to the immediate supervisor and/or department head, regardless of how minor the injury may appear to be. This ensures prompt and appropriate medical treatment, allows for timely completion of required reports in accordance with law, and enables an eligible employee to qualify for coverage as quickly as possible. The worker may lose the right to receive compensation if an accident is not reported with thirty (30) days. Work injuries and occupation diseases should be reported in writing whenever possible. The County will supply free of charge, upon request, a form for reporting accidents; and will also furnish, free of charge information about workers' compensation.

**Use of Designated Physicians** – A worker injured on the job must select a doctor from the Panel of Physicians, which is posted in each department. If an employee chooses to visit a physician who is not on the Panel of Physicians, the employee will be liable for any medical expenses incurred. The Panel Physician may arrange for appropriate consultations, referrals, and other specialized services as the nature of the injury requires. If the employee is dissatisfied with the physician selected, he or she may make one (1) change without permission of the employer/insurer, self-insurer claims office, or the State Board of Workers' Compensation.

**Post-Accident Drug Testing for Accidents or Injuries** – All employees involved in work-related accidents or injuries are subject to post-accident drug screening testing (as described in Section C – Drug Free Workplace).

**Return to Work** – All employees who have lost time due to work-related injury or illness must obtain a doctor's statement for the time missed and a "release statement" to return to work. Doctor's notes that specify "Light Duty" restrictions must be adhered to by both the employee and the supervisor. Employees who are in a non-pay status due to an injury will not accrue vacation or sick leave, and are not eligible for holiday pay.

**Off-Duty Activities** – Neither the County nor its worker's compensation insurance carrier will be liable for payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

### H-8 Training and Development

---

Stephens County Government promotes training and development of its employees for the purpose of improving the quality of services provided to the community and to assist employees in preparing themselves for advancement. To that end, the County may:

- 1) Determine appropriate standards for training programs;
- 2) Schedule programs that meet such standards as prescribed by law;
- 3) Ensure that training programs are carried out as approved;
- 4) Prepare certificates or other forms of recognition for persons who satisfactorily complete approved courses and programs;
- 5) Develop and utilize techniques for increasing employee efficiency;
- 6) Develop supervisory and management training and other types of training programs common to all departments;
- 7) Make available information concerning job requirements and training opportunities;
- 8) Maintain records of approved training programs and courses, and records of employees who successfully complete such programs and courses.

The County will advise employees of training programs or opportunities pertinent to their functions as such programs become available. All training must be approved in advance.