



Worker's Compensation Policy

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Bullitt County Public Library provides a comprehensive worker's compensation insurance program at no cost to employees for the benefit of all employees. If an employee is injured while working at his or her job he or she may be entitled to worker's compensation benefits.

If the employee has a serious condition, he/she should proceed directly to the nearest emergency room or UrgentCare facility. Locations include:

- Medical Center Jewish South, 1903 West Hebron Lane, Shepherdsville, KY 40165
- Norton Immediate Care, 438 Adam Shepherd Pkwy, Suite 2, Shepherdsville 40165

When being admitted to the emergency care area the employee must tell the registrar that the treatment is to be billed as worker's compensation coverage from the Bullitt Count Public Library. The billing address for this coverage is:

Director, Bullitt County Public Library, P.O. Box 99, Shepherdsville, KY 40165

Employees experiencing non-life threatening injuries may seek medical attention from the physician of their choice.

Certain injuries are excluded from worker's compensation coverage (employee intoxication, self-inflicted injuries, failure to use safety appliances, committing a violation of work rules, failing to obey a reasonable written or printed safety rule, knowing failure to perform a statutory duty are examples of exclusions).

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the eligible employee to qualify for coverage as quickly as possible. An incident report form must be completed and submitted to the Library Director immediately.

Commonwealth of Kentucky Workers' Compensation Notice information sheets are available in the break rooms of all Library buildings. Additional information can be found on this sheet and extra copies are typically available. Contact Human Resources if copies are not available at a location.

During worker's compensation leave employees may be required to submit to periodic medical certifications on their serious health condition. Before returning to work, the employee shall provide a medical certification from a health care provider verifying that he/she may safely return to work. Restricted duty or modified duty will be handled on a case-by-case basis depending on the recommendations from the treating physician.

While on worker's compensation disability, the Library will continue to pay for the employer's share of the costs of insurance benefits, but employees will not accrue any sort of leave, nor will employees be entitled to holiday pay for any holiday occurring while off from work. Employees receiving workers' compensation may use sick, vacation, and/or personal leave to supplement the payment up to, but not to exceed, their regular rate of pay for the first 90 days of coverage.

For an employee disabled with a work-related injury, a position will be held open as long as the department can function with the vacant position. At some point (not later than one year after the date of injury) the employee, if unable to return to work, will be separated from the Library.

Upon reaching Maximum Medical Improvement, which occurs when an injured employee reaches a state where his or her condition cannot be improved any further or when a treatment plateau in a person's healing process is reached, the employee's medical condition shall be assessed as to the permanent medical restrictions and their ability to perform the duties of their normal work assignment. If the injured employee cannot return to his/her position, the Library may attempt to find employment within the employee's department or within another department, if available. Reasonable accommodation will be provided to qualified disabled individuals unless the accommodation would pose an "undue hardship" on the Library. Employees are not guaranteed that a position will be offered or that future employment is assured.

Worker's compensation leave is designated as Family and Medical Leave Act (FMLA) leave beginning with the first day of leave. All such leave time used counts against the employee's twelve (12) week FMLA entitlement.

Any attempt to defraud the Library is grounds for immediate termination.