



Police Department

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DEPARTMENT GENERAL ORDER 21-03

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 09-24

DATE: March 3, 2021

WORKER'S COMPENSATION

I. GENERAL INFORMATION.

The City of Clayton shall provide all City employees with injury compensation payments in compliance with the Worker's Compensation Laws of the State of Missouri. All injuries and illnesses that "arise out of and in the course of (City) employment" are generally covered by this policy. However, those injuries or illnesses that are related to alcohol and/or drug abuse, or those accidents or illnesses which are related to the flagrant abuse or ignorance of work rules and safety procedures, can result in a reduction or denial of benefits. For instance, under the law, if an employee fails to obey any rule or policy adopted by the employer on a drug-free workplace or on the use of alcohol or non-prescribed controlled drugs in the workplace, and the employee sustains an injury while using alcohol or non-prescribed controlled drugs, the compensation and death benefits shall be reduced by fifty (50) percent. If the employee's use of alcohol or non-prescribed controlled drugs in violation of the employer's rule or policy is the proximate cause of the employee's injury, the benefits or compensation payable for death or disability are forfeited.

The City shall also designate a "primary provider" for treatment of work-related injuries. Claims processing services for the City will be handled on a contractual basis.

II. PROCEDURES.

Should an employee (full-time, part-time, or seasonal) incur a work-related injury that requires treatment, the following procedure shall be followed:

The employee shall report the injury to his/her Supervisor as soon as practical but no later than a maximum of twenty-four hours following the incident.

The Supervisor will ensure that a police report is compiled detailing the accidental injury or sick case.

When an incident occurs, the situation should be immediately assessed to determine the extent of any injury and if there is a continued safety threat to anyone around.

If it is determined that treatment beyond first aid is needed, first contact the Human Resources Office. During the business hours of Monday – Friday 9am-5pm, an appointment will be scheduled at Motion Orthopaedics with Dr. Cynthia Byler at Motion Orthopaedics, 633 Emerson Rd, Suite 10 (lower level), St. Louis, MO 63141. Phone 314-991-4350.

If you cannot reach the HR Office or it is outside of business hours and treatment is immediately required, please proceed to: Concentra Midtown, 6542 Manchester Rd., St. Louis, MO 63139, Phone: 314-647-0081, Hours: Monday-Friday 8am-5pm or St. Mary's Hospital Emergency Department.

Supervisors may authorize treatment if an HR Representative is unavailable.

If when assessing the situation, you feel emergency medical treatment is necessary due to severe and/or life- or limb-threatening injuries, do NOT hesitate to dial 911 immediately!

Any employee involved in an on-the-job injury may NOT drive themselves for initial medical treatment or for completion of post-accident drug screen/breath alcohol test.

Per the City of Clayton Policy and Procedure Manual, Section 7-4(B)(2) and Section 3-16(B)(3) Employees will be required to submit to a drug and/or test as directed by their supervisor or Department Head when an employee has been involved in an accident on City time or City business that results in physical injury or damage to property, or when an employee is involved in an accident in a City vehicle that was provided for personal use. Employees who are involved in non-injury vehicular accidents in which their vehicle was at a complete stop and they were not at fault or the accident was solely the result of an act of God (such as a falling tree limb), or in a non-vehicular accident that is solely attributable to weather conditions (such as slip and fall on ice), will not be subject to testing, unless their supervisor or Department Head directs otherwise.

If treatment is received at Motion Orthopaedics or Concentra, they will perform the drug screen and breath alcohol on-site. The person authorizing treatment must instruct them to do so.

If the incident does not require medical treatment, the involved employee should be taken to Concentra for the drug/alcohol screening if it is within their open hours listed above.

If the incident occurs outside of Concentra hours OR if the employee is taken to the Emergency Room for treatment, the supervisor must contact Guardian Medical Logistics for on-site testing. A representative will meet you either at the City if there was no treatment or at the ER.

1. Call 314-576-7766 Option 1 Or 1-800-582-8807 Option 1.
2. You will be transferred to a call center representative who will ask for the City and State you are calling from, the caller's name and phone number, the location of the test, the injured employee's name, the reason for the test, and the authorizing supervisor's name and phone number
3. Once the call is complete, a technician will be dispatched, and the caller will receive a call back from the collector advising of their ETA.

III. REQUIRED PAPERWORK PROCEDURES.

If the employee refuses medical treatment, they must sign the "Refusal of Medical Treatment for a Work-Related Injury" form as soon as possible after the injury and before the end of their shift.

The supervisor must complete the "City of Clayton - Workplace Incident/Injury First Report" form. This form must be to the HR Office **within 24 hours of the incident.** If applicable, the Refusal of Medical Treatment form should be attached.

For all incidents, the supervisor must then complete the "Supervisor's Investigative Work Comp Report" and have it signed by the Department Head and sent to the HR Office within 5 calendar days of the incident.

All forms can be found in SharePoint. Go to Employee Portal and click on Work Comp Procedures and Reporting Forms.

IV. MISCELLANEOUS

Should an employee require a prescription:

1. The employee may be provided with medication at the designated health care facility: the cost of which will be included in the billing statement that will be directed to the City. The employee shall pay nothing in this instance.
2. Should a refill be required, the employee is requested to pay the costs out-of-pocket and then submit the bill to the personnel office for reimbursement. Employee's shall be reimbursed 100% for refills of all medication related to a worker's comp injury.

Employees are not to use their insurance card to purchase a prescription related to a worker's comp injury.

If a referral to a specialist, physical therapy, or other treatment is required, the physician at the designated health care facility shall handle all necessary arrangements.

Should an employee incur an injury that the designated health care facility is not equipped to handle (severe burns, gunshot wound), Clayton paramedics shall transport the employee to the medical facility most qualified to render treatment for that type of injury.

Under Missouri State Law, all employers are permitted to designate a specific healthcare provider for Worker's Comp injury treatment. Should the employee choose another healthcare provider, the employer is not obligated to pay for the treatment. In those instances, wherein an employee has a serious medical emergency and it is not possible for the employee to reach the designated healthcare facility safely, initial emergency treatment may be obtained at the nearest medical facility. Such treatment shall be fully covered. Follow-up treatment shall then be obtained at the designated provider facility.

Any employee who is determined by the designated physician to be so severely injured as to be unable to report to work, will be contacted by his/her Supervisor on a weekly basis until the employee is cleared to return to full work status or light duty. The Supervisor will file a weekly report of such contacts and the employee's current medical status to the personnel office and the Department head. Employees shall be strictly prohibited from engaging in any other employment during periods of disability in which he is receiving medical and wage payments and shall be expected to return to work immediately upon release from a physician.

The City's Safety Committee will review accident and injury information on a periodic basis to identify problems and make recommendations for the prevention of future incidents.

BY ORDER OF:



MARK J. SMITH
Chief of Police

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