

Instructions for Submitting a Worker's Comp (WC) Claim

The following documents are accessible on the City's website, Human Resources, Worker's Compensation, <https://www.cityofalbany.net/departments/human-resources/worker-s-compensation-and-safety>:

- CIS online 801 Worker Claim Form <https://www.cisoregon.org/801>
 - Worker completes her/his section and clicks submit; after submission, worker prints the form and signs and dates and gives to her/his supervisor.
- 801 Claim Form (*fillable online then print or download to print and complete*)
[https://www.cityofalbany.net/images/stories/hr/workerscomp/801-Claim%20Form%20\(fillable%20or%20download%20for%20printing%20and%20completing\).pdf](https://www.cityofalbany.net/images/stories/hr/workerscomp/801-Claim%20Form%20(fillable%20or%20download%20for%20printing%20and%20completing).pdf)
 - Worker completes her/his section; prints the form and signs and dates and gives to her/his supervisor.
- 801-Physician's Report for Employee's Work Status and Work Restrictions Form
- 801-Instructions for Submitting a Worker's Comp (WC) Claim
- Safety Incident Report-Revised-September 2016

Listed below are some more important details on how to more completely submit a WC claim to eliminate additional follow-up:

1. The completed packet that needs to be submitted to Laura Hyde includes:
 - 801 Claim Form (*either version*)
 - Physician's Report for Employee's Work Status and Work Restrictions Form showing return to regular duty, light duty, or time loss. (*Using this form is preferred.*)
 - Copy of City Safety Incident Report completed through the Supervisor section
 - Info that's described in #4a (i thru iv) below
2. The Physician's Form **is required** for return to regular duty or light duty or authorizing time loss. **[See #4a(iii) below regarding light duty.]**
 - a. Time loss is only valid when authorized by the employee's treating doctor with a written authorization. Doctors can only authorize time loss back 14 days from the date the authorization is written. Without a valid doctor's time loss written authorization, the employee must use accrued leave for the hours off work.
3. If the employee is on time loss or light duty, then follow-up medical treatment will be necessary with updated Physician's Forms being provided each time until the doctor has released the employee to regular duty. These Physician's Forms are to be forwarded to Laura Hyde in Human Resources.
4. The supervisor must provide the following info about the employee via email or hard copy to Laura Hyde in Human Resources:
 - a. **Date of Injury**
 - i. Number of hours of regular duty on the date of injury;
 - ii. Number of hours for medical treatment on the date it is received;
 - iii. If after medical treatment the doctor releases the employee to return to light duty, the supervisor must notify Laura Hyde immediately to let her know whether or not the light-duty restrictions can be accommodated. If so, the supervisor needs to provide her with a list of light-duty job tasks and a copy of Physician's Form so that a light-duty offer letter for the employee can be prepared. *Before the employee can begin her/his light-duty assignment, the employee must have accepted and signed the offer letter.*
 - iv. If light duty cannot be accommodated, then the employee will be on time loss.

- v. If after the first medical treatment, the doctor says the employee is on time loss, how many hours time loss for that day?

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5. Employee Time Sheet Coding

90-Day City Salary Continuation Claims

- a. Employees need to use the appropriate WC job codes on their time sheets:
 - **witl** for time loss
 - **wima** for medical treatment *[only when on regular or light duty; not while on time loss]*
 - **wild** for light duty
 - If employee uses accrued leave [vacation, sick, floating holiday, holiday, personal, administrative] while on light duty, then those applicable leave hours are recorded on the time sheet as such.
 - **wial** for admin leave. This is for the “time between when an employee is released to light duty and when the employee accepts the light-duty work offer letter.
 - **wis** for special. This is for “the time between when the employee comes back from the doctor to the worksite and they inform their supervisor of their status and/or are filling out the required WC forms.
- b. When an employee is on **witl** and has medical appointments, the medical appointment time is coded **witl**.

CIS-Managed Time Loss Claims

- a. WC time loss code that will be used on time sheets is **wtlc/FMLA for Eden or CIS time loss for NOVAtime**, rather than witl/FMLA;
- b. The employee will receive a time loss payment directly from CIS for two-thirds (2/3) of her/his monthly salary. The other one-third (1/3) is covered through the use of sick leave first, followed by other accrued leave. The City will issue a monthly paycheck for the one-third hours of leave usage. All accrued leave must be exhausted before sick leave donations can be requested. If/when all leave is exhausted and there isn't any more sick leave donation, the City's monthly paycheck will end until the employee returns to work.
- c. Insurance benefits (health, life/ad&d, long-term disability, optional insurance plans) are continued and paid by the City and/or employee as defined by policy or collective bargaining contract. An employee can elect to drop any employee-paid benefit while on WC time loss and then continue it again when s/he returns to work.
- d. Monthly leave accruals are based on the one-third of City leave usage.

If you have questions, please let contact Laura Hyde at ext. 7508 or laura.hyde@cityofalbany.net.