9.15 WORKERS' COMPENSATION INSURANCE

Spartanburg County insures all employees against accidental injuries occurring on the job, in accordance with the guidelines of the South Carolina Workers' Compensation law. Workers' compensation benefits include medical benefits, and if an employee is unable to work, income maintenance benefits. Coverage begins on date of employment and covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Additional information can be obtained from the Risk Manager.

9.16 REPORTING OF ACCIDENTS, HAZARDS AND ON-THE-JOB INJURIES

All accidents—including those that do not involve serious injury and those involving customers—must be reported immediately to the Risk Manager. Only through a full knowledge of accidents can Spartanburg County become a safer, healthier place to work for everyone.

An employee must immediately report any unsafe conditions, defective tools or equipment, or other hazards to his/her supervisor. Each employee is expected to assist the County in maintaining safe working conditions. Safety is a state of mind, and requires constant vigilance and common sense. Safety is everyone's responsibility.

If an employee is injured on the job, the employee must report the accident immediately to his/her supervisor and/or the Risk Manager. No matter how minor an on-the-job injury may appear, it is important that it is reported immediately. This procedure will enable an eligible employee to apply for possible workers' compensation benefits in a timely manner.

The supervisor of the injured employee must complete immediately all required paperwork detailing how and when the injury occurred and providing any witness information.

The employee must provide both the supervisor and the Risk Manager with all medical documentation of the employee's initial work status and any subsequent changes to it. The employee's authorized medical care provider must support, in writing, all injury-related time away from work.

An employee must stay in contact with his/her supervisor in order to keep him/her informed about treatment and recovery.

Medical appointments associated with a workers' compensation injury or claim should be made before or after work hours to have the least amount of impact on an employee's ability to carry out work assignments. An employee must use sick time when work time is missed for a doctor's appointment and/or physical therapy. An employee must attend all scheduled medical appointments. If an employee cannot meet a scheduled medical appointment, the employee must contact the Risk Manager in advance of the appointment regarding the need to reschedule. When the employee's medical care provider releases the employee to return to work (regardless of the employee's assigned limitations or restrictions), the employee must return to work when requested by the County.

**THIS DOCUMENT IS NOT A CONTRACT. EXPRESSED OR IMPLIED. EMPLOYMENT IS AT-WILL.**
Any eligible time away from work will be counted against an employee’s total leave entitlement under Family and Medical leave.

9.17 RETURN TO WORK/TEMPORARY LIGHT DUTY

Spartanburg County is concerned about the health and good work habits of its employees. In the event an employee has a work-related injury and is unable to perform all of the essential job functions, the County may temporarily place an employee into an available position consistent with the medical restrictions prescribed by an authorized treating physician. Ideally, the employee will work within his/her own department. However it may become necessary to place the employee in another department and/or adjust work hours because of medical restrictions. The duration of the temporary light duty assignment may range from one day to a maximum of 12 weeks. A Request for Temporary Light Duty Assignment form must be completed by the treating physician with a recommendation that the employee may return to light duty, contain a recommendation by the Risk Manager for the return to work, and be approved by the County Administrator prior to any employee being returned to work in a temporary light duty position.

9.18 FITNESS FOR DUTY

At times, a need may arise for the County to consider seeking a fitness for duty medical evaluation for an employee. Usually, such a situation arises when an employee’s conduct creates a reasonable belief that a threat to the health or safety of the employee or others, or to County property exists; or where there is objective evidence that the employee cannot perform the essential job functions. The purpose of the evaluation is to find out if the employee can perform his/her job in a safe manner. The County will pay the cost of the fitness for duty evaluation. The employee will be required to provide the necessary authorizations for obtaining the medical records and conducting the examination. No fitness for duty medical evaluation may be sought without prior approval of the County Administrator. In order to ensure safety while the employee is being evaluated, the employee may, if appropriate, be placed on administrative leave for the time needed to conduct the evaluation. Depending on the results of the evaluation, the County will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.

9.19 INFECTIOUS CONDITIONS

Spartanburg County’s decisions involving persons who have infectious conditions shall be based on current medical information concerning the condition, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has an infectious condition, and a careful weighing of the identified risks and the available alternatives for responding to the person.

Spartanburg County will not discriminate against any job applicant or employee based on the individual having an infectious condition. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have an infectious condition.

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