

# HUMAN RESOURCE MANAGEMENT

## Worker's Compensation

## Policy 7-15

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### Policy

The Department of Children and Families shall comply with all state statutes and regulations regarding work-related injuries or illnesses and shall work with the Department of Administrative Services and the contracted third party provider for Worker's Compensation to ensure efficient administration of all claims.

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### Employee Responsibility

An employee who has suffered a work-related injury or illness shall:

- report that injury or illness promptly to his or her supervisor;
  - complete all required forms promptly;
  - provide documentation as required; and
  - properly document any absence due to a work-related injury or illness on his or her attendance records.
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### Supervisor Responsibility

Supervisors shall:

- complete Worker's Compensation reports of injury or illness for any employee in their chain of command who reports such injury or illness;
  - ensure prompt notification to all parties as required by DCF procedures;
  - file all required paperwork with Human Resource Management in a timely fashion;
  - ensure accurate documentation of the attendance of any employee out of work due to a work-related injury or illness; and
  - coordinate all Worker's Compensation issues with the designated representative in Human Resource Management.
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