

**TO:** ALL COUNTY PERSONNEL  
**FROM:** VERDENIA C. BAKER  
COUNTY ADMINISTRATOR  
**PREPARED BY:** RISK MANAGEMENT DEPARTMENT  
**SUBJECT:** WORKERS' COMPENSATION PROGRAM  
**PPM #** CW-P-002

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**ISSUE DATE:**  
January 26, 2023

**EFFECTIVE DATE:**  
January 26, 2023

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**PURPOSE:** To provide Workers' Compensation benefits to employees who sustain a work related injury or occupational disease.

**UPDATES:**

Future updates to this PPM are the responsibility of the Manager of Workers' Compensation, under the authority of the Director of Risk Management.

**AUTHORITY:**

- Chapter 440, Florida Statutes, as may be amended.
- PPM # CW-O-004-Vehicle Safety Program, as may be amended
- PPM # CW-P-063 Workers Compensation Claims Payment, as may be amended

**POLICY:** The Palm Beach County Board of County Commissioners self-insures statutorily required Workers' Compensation benefits. The claim adjudication and bill paying portion of the program is handled by a competitively selected third party administrator. The program covers all employees of the Board of County Commissioners and the employees of the Constitutional Officers (with the exception of the employees of the Palm Beach County Sheriff's Office) and volunteers serving the Board of County Commissioners and Constitutional Officers.

The Palm Beach County Workers' Compensation Program acknowledges that employees have certain rights and obligations under the Florida Workers' Compensation Law which include:

**Employee Rights**

1. A safe working place;
2. Complete information about the Workers Compensation Law;
3. Coverage beginning on the first workday for any job related injury;
4. Prompt payment of benefits;
5. Assistance and guidance from the Division of Workers' Compensation;

6. Use the doctor chosen by the employer;
7. Periodic notice on the status of a claim;
8. Copies of any medical information concerning an injury or illness; and
9. A decision on any disputed claim within 120 days.

### **Employee Obligations**

1. Follow proper safety regulations;
2. Promptly report any job related accident or illness to the supervisor before leaving the job site;
3. Report the accident to the County's Occupational Health Clinic (OHC) (which will prepare the Notice of Injury);
4. Ask for a different doctor if not satisfied with treatment, following the proper procedures for requesting;
5. Cooperate with any rehabilitation programs necessary to return to work;
6. Get receipts and ask for repayment if the employee has paid any medical costs; and
7. Report any wages, social security benefits or unemployment compensation received while under Workers' Compensation.

#### Supervisor /Manager Responsibilities

1. Complete the EIIR(Employee Injury/Illness Report) or enter the Employee incident into PeopleSoft (if available in their Dept.) as soon as possible following a work related incident;
2. Supervisor/Manager is responsible for the initial accident investigation of all employee related incidents;
3. Supervisor/Manager must attend Accident Investigation training within six (6) months of hire or promotion, per PPM # CW-O\_004; and
4. Supervisor/Manager must contact Warning Point (EOC) in the event that an injured employee is transported for Emergency Medical Treatment

### **Benefits Provided by Workers' Compensation**

1. Payment of all authorized medical costs related to the compensable injury or illness;
2. Payment of reasonable transportation costs to and from the authorized doctor's office;
3. Payment of 66.67% of lost wages (up to the State-imposed maximum compensation rate) if an employee is permanently impaired or if disability lasts more than seven (7) days. Average Weekly Wage is determined by taking an average of 13 weeks preceding the date of accident and multiplying by 66.67%;
4. Rehabilitation and training if the injury keeps an employee from returning to regular work; and
5. Death benefits are payable (according to the provisions of Section 440.16, Florida Statute (as amended) to surviving dependents of an employee who dies because of a job related accident or illness. The amount will vary according to the number of dependents, but will not be more than two thirds of the employee's average weekly wage at the time of injury. Average Weekly Wage is determined by taking an average of 13 weeks preceding the date of accident and multiplying by 66.67%. If there are no dependents, no compensation will be paid.

### **INSURANCE FRAUD:**

It is unlawful for employees to make false or misleading statements in regards to making claims for workers compensation benefits. Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in Section 817.234, Florida Statutes , as amended.

### **PROCEDURE:**

All work related injuries, no matter how minor must be immediately reported by the employee to his or her supervisor.

The EIIR (Attachment A) must be used for documentation of any on-the- job incident in the office or field. The incident report is to be filled out by the immediate supervisor of the employee involved, regardless of the type of treatment required.

In a valid emergency, where a serious injury has been sustained, the employee or his/her supervisor may dial 911 or be taken to the nearest emergency facility, depending on the severity of his/her condition. The OHC is to be notified of such action and the injured employee must report to the OHC as soon as possible.

Non-emergency injuries will be treated at the OHC. Minor injuries not requiring medical treatment may be reported to the OHC by telephone and/or by sending in a completed Supervisor Incident Form.

Treatment, referrals and lost time due to a work injury must be authorized by one of the OHC staff. Authorization and explanation of medical benefits as provided by the Florida Workers' Compensation Law will be given to the employee at the OHC. The OHC will process the "Authorization of Medical Leave of Absence" form OHC #2101 (or its automated electronic replacement when available) and forward to the department to ensure the employee receives their entitled Family Medical Leave Act (FMLA) time due to the work injury.

Light duty tasks will be provided, if available, to an injured employee when released by his/her attending physician or the County physician to resume light duty work. If the employee's department is unable to utilize the injured worker, the employee may be placed in another department where light duty work is available. A representative from Risk Management will contact the department to discuss possible light duty alternatives. Supervisors are strongly encouraged to accommodate injured workers with light duty tasks.

Payment of medical bills and other types of Workers' Compensation benefits will be administered through the Workers' Compensation section of the Risk Management Department. Any questions regarding approval or denial of claims should be directed to that section.



**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. A.O., effective date 5/4/1976
2. PPM# CW-P-002, effective date 6/1/2003
3. PPM#CW-P-002, effective date 8/1/2005
4. PPM#CW-P-002, effective date 8/29/2011
5. PPM#CW-P-022, effective date 1/13/2017