

**PASSED BY THE CALHOUN COUNTY BOARD OF SUPERVISORS
ON 11-1-2016**

**CALHOUN COUNTY
EMPLOYEE HEALTH SUPERVISION**

Policy:

The Board of Supervisors will assure that employees are qualified to perform the essential functions of their position descriptions and assist employees to achieve and maintain optimum health status. Medical examinations are required as a condition of employment and may be required during active employment. Guidelines will be provided for employees injured on the job or those who develop work-related health problems and are unable to return to their regular position upon returning to work.

Procedure:

- I. Designated Health Care Provider
 - A. UnityPoint-Trinity Corporate Health Services has been approved by the Board of Supervisors for post-offer/pre-employment medical examinations to include drug testing for job applicants, treatment and rehabilitation of work-related injuries, Physical Capacity Evaluations and Return to Work evaluations for employees.
 - B. Emergency care will be provided as necessary when accidents occur.
- II. Post-Offer/Pre-employment Medical Examinations
 - A. The supervisor may not ask a job applicant to have any medical examination before making a job offer.
 - B. All persons offered employment shall receive a post-offer/ pre-employment physical examination, drug screen and a PCE (Physical Capacity Evaluation) as indicated by the designated health care provider. The Department Head/Program Director or Human Resource Manager shall be responsible for securing the appointment for the potential employee. Employment is contingent upon favorable evaluation from the designated health care provider. Physical Capacity Evaluations will be required on all new County employees. The level an employee must meet will be based on the position description that lists the essential physical functions and durations of activity.
 - C. The post-offer/pre-employment medical examination, drug testing and the Physical Capacity Evaluation will be at the expense of Calhoun County. Calhoun County will not be responsible for time and mileage.

- D. When the evaluation identifies extenuating circumstances, it will be the responsibility of the potential new hire to provide Calhoun County's designated health care provider with additional information that may be pertinent to the situation.
- E. Position Descriptions will be provided to the designated healthcare provider. The Department Head/Program Director or Human Resource Manager will determine, with the designated health care provider, the relevancy of communicable diseases to the work.
- F. After an employee is hired, Calhoun County will not ask whether the employee has a disability or ask the degree of severity of a disability, but will focus on the ability of the employee to fulfill the duties and responsibilities of the position.

If there is a concern regarding safety to the employee, to his fellow workers or to the client/customer, the Supervisor does have the right to request a medical examination from the designated health care provider at the expense of Calhoun County, to include time and mileage.

- G. Drug Screening will be provided, according to the Drug Free Workplace Act of 1988 and current policies and procedures.

III. Work-Related Injury or Illness

- A. The employee must report all work related injuries and occupational illnesses to the Department Head/Program Director or Workers Compensation Designee within 24 hours. The individual(s) involved and the Department Head/Program Director, Human Resource Manager, Administrator or Designee will initiate an incident report within 24 hours of knowledge of the incident. It is mandatory that a call to Company Nurse be completed within 24 hours. The employee may be liable if an incident report is not filed. In the event the employee loses *any* time from the job as a result of a work-related injury or illness, compensation will be paid in accordance with the Worker's Compensation Laws of the State of Iowa. Deliberately not reporting, falsifying, altering, or supplying false information on Workers Compensation claims may be grounds for disciplinary action and may result in immediate discharge.
- B. The Department Head/Program Director, Human Resource Manager or Workers Compensation Designee will acknowledge the need for medical treatment if the injury warrants. The supervisor or designated person will release the employee to seek medical treatment, if needed, at UnityPoint-Trinity Corporate Health Services, Fort Dodge. In the event of an emergency, it is primary to get medical attention for the injured employee as soon as possible. After the employee receives the necessary attention, the Department Head/Program Director, Human Resource Manager or Designee will follow-up on the incident.

C. If an employee is injured (and not needing emergent care):

Step One: The **employer** and the **employee together**, will call Company Nurse.

Step Two: The **employer/Safety Officer will** complete an Incident Investigation Form. The Incident Investigation Form will be reviewed with the County Safety Committee.

If the employee needs medical attention:

Step Three: The Workers Compensation Designee will make the appointment for the injured employee and notify the physician of their job duties or provide a job description. The employee must return to the Workers Compensation Designee after the appointment.

Step Four: The Audit Review Committee will investigate the injury and will take appropriate actions.

If the employee misses more than three full days of work:

Step Five: The Workers Compensation Designee will complete a history of salary and hours worked if requested by IMWCA.

Step Six: The Workers Compensation Designee will photocopy all forms and retain copies, prior to mailing the original copies to IMWCA. A photocopy of all forms will be forwarded to the Auditor's office.

D. If a fatality occurs, it is imperative the IMWCA loss control coordinator is notified within eight (8) hours. This will be the responsibility of the Workers Compensation Designee. It will also be the responsibility of the Designee to contact the Calhoun County Safety Officer(s). If a fatality occurs, the industrial commissioner and OSHA must also be notified within eight (8) hours by the Workers Compensation Designee.

Regulations have become effective that requires employers to report the following to OSHA. Employers have 24 hours after learning of the event to report hospitalizations, amputations or the loss of an eye. This will be the responsibility of the Workers Compensation Designee. It will also be the responsibility of the Designee to contact the Calhoun County Safety Officer(s). The new regulations that need to be reported are:

- All work-related inpatient hospitalizations of one or more employees
- All work-related amputations
- All work-related losses of an eye

For the purposes of the new requirements, OSHA provided the following definitions: Hospitalization means an employee being formally admitted for care or treatment on an inpatient basis. This does not include ER visits or being admitted only for diagnostic testing or for observation. Please note that employers do have to report an inpatient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident. Amputation is defined by OSHA as, "The traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached." Loss of an eye means that the eye has been separated from the socket.

OSHA	(877) 2IA-OSHA or 877-242-6742
Industrial Commissioner	515-281-5934
IMWCA Office, Loss Control Coordinator	515-244-7282
317 Sixth Avenue, Suite 1400	OR
Des Moines, Iowa 50309-4122	800-257-2708
	FAX: 515-288-3848
Calhoun County Safety Officer Mike Moeller	712/297-8322
Or Duane Snyder	712/297-7016

- E. If an injured employee does not seek medical attention on the day of a work-related injury or incident, but feels that medical attention is *necessary* a day or more afterwards, the employee must inform the Department Head or Program Director immediately. Refer to Section III B.
- F. The Workers Compensation Designee will arrange for a medical examination with the designated health care provider for a work-related injury.
- G. When the examination cannot occur on the date of the work related injury, and the injury results in a workers compensation claim and/or days off work, the employee will be instructed to obtain a script from the designated health care provider retroactive to cover the days off work, between the injury and the examination.

For non-work related injuries or illness, the employee will be responsible to obtain a script from the treating physician to cover any days off work, according to department policy regarding sick leave/PTO, between the injury and the examination, anticipated treatment plan, and anticipated date of return to work at full capacity.

- H. Employees will be responsible for following treatment recommendations both on and off the job, timely attendance at physical therapy and alternative treatment for work related injuries or illness. Rehabilitation is mandated as an extension of the work place. Non-compliance could result in termination of benefits. The employee will be compensated according to workers compensation rules.
- I. Appointments cannot be changed for inappropriate reasons. The designated health care provider will contact the Workers Compensation Designee to schedule or change an appointment. If the employee should happen to be contacted by the designated health care provider, he/she must notify the Workers Compensation Designee of the new appointment date.
- J. The designated health care provider will determine the course of treatment following a work related injury and/or recommendations for return to work. The employee's treatment plan may include time off work, or altering required work duties.
- K. The employee will be evaluated for Return to Work by the designated health care provider at the County's expense. The designated health care provider will be given the employee's Position Description and supporting documentation in order to determine the employee's ability to participate in the Return to Work program.

IV. Return to Work Program

- A. When available, modified or alternate work may be provided for employees on the job, who are unable to temporarily or permanently return to the essential functions of their original position. Modified and alternate work may be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Worker's Compensation Act.
- B. Reasonable accommodations will be made to assist employees to perform their job duties unless the accommodations impose undue hardship on the County. The employee must be able to perform the essential functions of the job with or without reasonable accommodations.

When discussing accommodations for work related and non-work related injuries, it is helpful to inform employees that it is their responsibility in non-work related injuries to ask the employer for reasonable accommodations.

- C. The feasibility of reasonable accommodations will be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the position, the work environment, and the ability of Calhoun County to provide accommodations.

D. Objectives of the Program:

1. To return employees who experience work-related injury or illness to work as soon as possible when there is not significant risk of substantial harm to themselves and others.
2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury or illness.
3. To assist employees to return to work at a level as close as practicable to their pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. To reduce the cost of work-related injury and illness benefit programs.

E. TEMPORARY ALTERNATE DUTY (TAD):

1. TAD is defined as modified duties or hours assigned to an employee with a work-related or non-work-related injury or illness, when the designated health care provider indicates the employee can return to work but is not yet capable of handling pre-injury/illness assignments (the employee is still recovering from the effects of an injury or illness) (3/18/99)
2. TAD assignments are intended to allow injured or convalescing employees to return to a productive employment status by gradually returning to work without further compromise of the injury.
 - a. Alternate duty is not intended to be an unlimited benefit for employees.
 - b. TAD may be available when medical prognosis indicates that the employee is expected to return to full capacity assignments following a course of medical treatment.
 - c. In a workers compensation claim, Calhoun County will be responsible for the employee's rehabilitation process to the point of maximum medical improvement, impairment rating, and clarification of permanent restrictions.
 - d. Calhoun County is not required to create a new job position for an employee recovering from the effects of an injury or illness.
3. Employees on TAD are not guaranteed and may not receive the same number of hours as they received prior to the injury or illness.
4. TAD assignments are made only on the authority of designated health care providers, and will be consistent with the employee's physical and mental abilities, and qualifications required for the alternate duty.

5. The employee's TAD status should be reviewed after each medical appointment. The TA Duty Agreement must be completed and signed by all parties after each medical appointment.
6. Employees who have been on TAD are not guaranteed return to their original assignments or number of hours when returned to full capacity, unless the employee applies for and is granted FMLA leave and is, therefore, entitled to equivalent benefits and rights.
7. Employees unable to return to full capacity after TAD assignments are completed will be counseled regarding the employment opportunities for the individual based on his/her current status. Employees unable to return to full duty may receive an accommodation which may not allow for the same type of duties and/or assignments and/or number of hours due to staffing accommodations that were made in their absence.
8. Any employee on TAD assignment who experiences further pain, dysfunction (physical or mental) or a new injury as a result of his/her employment should notify the Department Head/Program Director or Human Resource Manager immediately before continuing work. If it is determined that the employee needs medical attention, the employee should follow the steps as outlined for any employee injury or illness.

F. Compensation during TAD:

1. Because TAD is intended to return an employee to work as a full capacity, productive employee of Calhoun County, a sliding payment system is in place to encourage employees to return to work as soon as their condition allows.
2. Employees on TAD are to complete their Daily Time Sheets per usual practices. Department Heads/Program Directors and the Human Resource Manager will verify Time Sheets for correctness per usual practices, before submitting payroll.
3. Employees in TAD capacity will continue to receive their salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will normally not exceed three (3) months.
4. Any additional amounts paid through the worker's compensation carrier due to an employee's inability to maintain his/her previous level of work hours will be determined by the worker's compensation carrier, not Calhoun County. Hours worked will be turned in to the worker's compensation carrier, if appropriate, for their calculation of benefits.

5. Sick Leave, Paid Time Off and/or Personal Sick Leave hours (appropriate to the Department) may be used for time not covered by Worker's Compensation and to make up the difference between Worker's Compensation and regular pay.
6. If a TAD assignment is offered to an employee with a work-related injury/illness and it is refused by the employee, the employee will not be compensated by Calhoun County or by the worker's compensation carrier and may be terminated from employment.

An employee with a non-work-related injury/illness can refuse a TAD assignment, but will be required to follow PTO usage and worker's compensation rules. (3/18/99)

G. Temporary Alternate Duty Case Management:

1. Department Head, Human Resource Manager or Worker's Compensation Designee:
 - a. Informs treatment health care provider and designated health care provider about the TAD program.
 - b. Informs the employee about the TAD program.
 - c. Informs Worker's Compensation Adjuster of employee's availability to TAD program (when applicable)
 - d. Obtains information regarding medical condition of employee from treatment and designated health care provider(s):
 - *release to return to work on alternate duty
 - *restrictions placed on the injured employee (if any)
 - *recommended number of hours to be worked each day
 - *expected date the alternate duty may begin
 - *next examination date
 - *expected date for return to full duty
2. Human Resource Manager and/or Program Director, and Worker's Compensation Designee (when applicable):
 - a. Identifies essential functions, physical demands, environmental conditions, and hazards exposures allowed by the employee's condition.
 - b. Develops work assignments on a case-by-case basis, if applicable and depending on restrictions
 - c. Develops appropriate TAD assignments, and monitors on-going medical and work adjustments.
 - d. May meet with the employee to review TAD status.

3. Employee:
 - a. While on TAD the employee remains responsible for following all the policies and procedures of Calhoun County. Any employee on TAD who fails to follow policies and procedures will be subject to disciplinary action, up to and including termination according to policies for all employees.
 - b. Reviews and signs the Return to Work Agreement Reports.
 - c. Reports any problems with TAD assignment to Department Head/Program Director or Worker's Compensation Designee (when applicable).
 - d. Provides copy of release or revised Return to Work Agreement from treatment and designated health care provider to Department Head/Program Director or Human Resource Manager.
 - e. Assists in identifying reasonable accommodations.
 - f. Ensures proper communication with Department Head/Program Director and Human Resource Manager to ensure payment is made for bills associated with a work-related injury or illness. Failure by the employee to follow proper procedures may result in the employee assuming responsibility for unauthorized service costs.
 - g. Employees on TAD for any length of time will be evaluated for performance by the Department Head/Program Director of the department in which the TAD assignments occur. Evaluations will be given monthly and/or at the time the employee returns to full capacity/regular duty. The Department[s standard evaluation form will be used, in addition to the employee's ability to follow instructions and/or restrictions while on TAD.
4. Employees who have experienced work-related injury or illness may receive a variety of benefits under the worker's compensation system. Any and all benefits received through the worker's compensation system, including payment of bills for treatments and examinations, payment for time missed from work due to an injury, etc. are under the complete control of the worker's compensation carrier.
5. The worker's compensation carrier determines which health care providers are to see employees with work-related injury or illness, which bills will be paid (only those previously authorized) and what percentage of wages is paid to employees off work due to an injury. Calhoun County must abide by the decisions of the worker's compensation carrier as its insurance agent.
6. Payment of wages for time completely off work is computed through the worker's compensation carrier based on the number of days missed by the injured/ill employee. The Iowa Insurance Commission determines the guidelines by which actual wages are figured for payment. Calhoun County has no control over the amount paid to employees by the worker's compensation carrier.

7. Employees off work due to a work-related injury or illness will receive a weekly check from the worker's compensation carrier. The check is mailed to the Calhoun County Auditor's office for processing, where it will be prepared to be picked up or delivered to the employee. Calhoun County has no control over when the check is cut, sent or received from the worker's compensation carrier.

V. Health Promotion

A. All Calhoun County employees:

1. Adult tetanus/diphtheria, measles/mumps/rubella, influenza and pneumococcal vaccines will be made available to employees and contractors.
2. All Calhoun County employees and their insured household members are encouraged to have annual physical examinations from a provider of their choice.
3. All Calhoun County employees will be required to attend safety programs.
4. Employees involved in tasks with exposure to blood, body fluids, or tissues are encouraged to take part in the Hepatitis Immunization program (as identified by Bloodborne Pathogens Exposed Classifications) at no cost to the employee; however the immunizations will be billed to the employee's department. A series of three injections will be offered. The second and third dose will be given one and six months respectively after the first dose. Records will be kept in employee health files. The employee will either sign a consent form after reading the vaccine information sheet or a waiver depending on the employee's decision regarding immunization.

B. For the Engineer/Secondary Roads Department/Conservation:

1. Annual Hearing tests will be conducted.

C. For Public Health:

1. A community health nurse may conduct a screening on any Public Health employee to detect any potential problematic health areas and to circulate disease prevention/ risk reduction information to promote health and safety.
2. For facilities classified as low risk, we do not test HCWs (health care workers)/residents as part of a serial testing program. It is no longer required. If possible, test only new HCWs/residents per rules. Refer to the Iowa Tuberculosis Control Manual.

3. Calhoun County Public Health employees will also be required to complete a Latex Allergy questionnaire on a bi-annual basis.
4. Calhoun County Public Health / EMS employees are also required to receive a flu immunization each year.

VI. Nondiscrimination

Calhoun County will not use the results of a medical examination in a discriminatory manner. An offer of employment will only be withdrawn on the basis that the post-offer, pre-employment medical examination revealed conditions that effect the individual's ability to perform the duties and responsibilities of the position; and/or the safety and well-being of the potential client, other employees and clients cannot be maintained; and/or accommodations cannot be made to suitably adjust the work environment to the potential employee's needs without creating undo expense or hardship for the Department.

VII. Confidentiality

Calhoun County will treat the results of the medical examination and all other health-related information in a confidential manner. The Department Head/ Program Director or Human Resource Manager will collect all information obtained during the medical examination and other health-related situations, enter this information on separate forms and store in separate files from general personnel information.

VIII. Release of information

Calhoun County will only release information from the medical information to the employee to which it pertains and authorized personnel:

- Supervisors and managers who need to be informed about necessary accommodations and/or restrictions in the duties of the employee
- First-aid and safety personnel if the employee's disability might require emergency treatment
- Government officials investigating compliance with the ADA

IX. Review


The Department Heads, Administrator, Program Directors, and governing bodies will review policies governing medical examinations and employee health supervision annually.

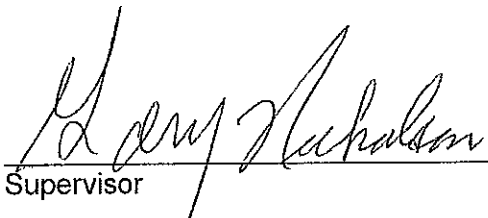
X. Related Policies (Public Health)

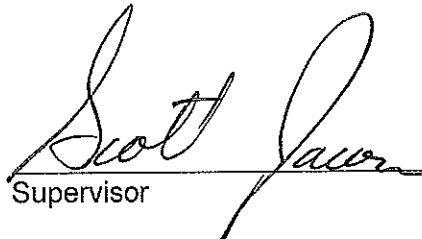
Personnel/Health Records
Performance Appraisals
Disciplinary Action
Family and Medical Leave
Safety Program
PTB Policy
Substance Abuse Policy and Procedures
Mandatory Influenza Immunizations for Employees

Rev. 09/22/98
03/18/99
11/22/04
4/12/05
12/21/10
03/11/14
6/24/14
9/23/14
1/13/15
10/27/16

Approved by the Calhoun County Board of Supervisors on Tuesday, November 1, 2016.


Chairman


Supervisor


Supervisor