

HUMAN RESOURCES DIRECTIVE 810.1

SUBJECT: WORKERS' COMPENSATION PROGRAM

EFFECTIVE DATE: July 21, 2000

APPROVED: _____

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- I. **INTRODUCTION:** Employees of the Court Services and Offender Supervision Agency (CSOSA) are covered under the Federal Employees Compensation Act (FECA). The purpose of this law is to provide compensation benefits to civilian workers of the United States for disability due to personal injury sustained while in the performance of duty or to employment-related disease. Benefits are not compensated if the injury is caused by the willful misconduct of the employee or by the employee's intention to bring about his or her injury to that of another, or if by intoxication (by alcohol or drugs). Temporary employees are fully covered under FECA on the same basis as permanent and are eligible for benefits. The FECA is administered by the Office of Workers' Compensation Programs (OWCP) under the U.S. Department of Labor (DOL).
- II. **PURPOSE:** This Directive describes the procedures to be followed in processing OWCP claims.
- III. **COVERAGE:** This Directive applies to all components of CSOSA.
- IV. **POLICY:** In accordance with the FECA, it is the policy of CSOSA to provide its employees with a safe and healthful working environment in an effort to keep job-related injuries and diseases to an absolute minimum. In cases of job-related injuries or diseases, claims will be fully investigated and processed in a timely manner. In accordance with law and regulation, CSOSA will consider all reasonable possibilities to accommodate employees with "restricted or limited duty assignments" based upon physical limitations imposed by their physician.
- V. **RESPONSIBILITIES**
 - A. The Office of Human Resources is responsible for:

1. Ensuring the development and management of the OWCP for program effectiveness and efficiency.
2. Ensuring supervisors and employees are aware of and follow policies and procedures that govern the use of the program.
3. Maintaining an up-to-date knowledge of compensation benefits to provide technical assistance and guidance to employees and supervisors.
4. Ensuring OWCP claims for job-related injuries and occupational diseases are properly completed and forwarded to DOL for adjudication in a timely manner.
5. Ensuring that Workers' Compensation claims are investigated and monitored, including continuation of pay (COP), to ensure compliance with OWCP laws and regulations.
6. Assisting supervisors to provide restricted or limited duty assignments to employees with job-related injuries in accordance with laws and regulations.
7. Reviewing active cases and program costs periodically to ensure accuracy.
8. Serving as liaison between CSOSA and OWCP/DOL.
9. Developing and maintaining the OWCP Employee File and the Employee Medical File for each injury/occupational disease claim.
10. Coordinating the OWCP with Agency Safety and Facilities Staffs.

B. Supervisors are responsible for:

1. Ensuring that the employee receives medical attention, as necessary.
2. Reporting to OHR job-related injuries and occupational diseases reported by employees.
3. Investigating and collecting documentation regarding job-related injuries and

occupational diseases reported by employees.

4. Ensuring that restricted or limited duty assignments are followed in accordance with physical limitations imposed by a physician.
5. Providing employees with the required forms and when necessary, assisting employees with the completion of these forms.
6. Ensuring that the required forms are completed within 30 days after notification of an injury/occupational disease.

C. Employees are responsible for:

1. Immediately reporting to their direct supervisor any work-related injury or disease.
2. Completing the required forms in a timely manner.
3. Keeping the supervisor informed of medical status.
4. Advising their supervisor of their ability to return to duty as their medical condition and/or physician's instruction permits.

VI. CLAIM PROCESSING PROCEDURES

- A. The employee will immediately notify his/her supervisor of the job-related injury or occupational disease.
- B. The supervisor will:
 1. refer the employee to the Health Unit or contact emergency medical personnel; and
 2. provide the necessary OWCP forms.
- C. The supervisor will notify their chain-of-command and OHR of the employee's job-related injury or occupational disease.
- D. OHR will provide assistance to the supervisor and employee to ensure the appropriate forms are completed.

- E. OHR and the supervisor will coordinate all determinations regarding COP and any entries for the injured employee's time and attendance records.
- F. The employee and supervisor will forward all completed forms to OHR. OHR will review all documents for accuracy, to ensure program compliance, and will forward the documents to OWCP/DOL for adjudication.
- G. OHR will coordinate all claims processing with OWCP/DOL.