



## WAYNE COUNTY POLICY STATEMENT

<b>Title:</b>	Worker's Compensation		
<b>Wayne County Policy #</b>		<b>Date Issued:</b>	7/1/2013
<b>Category:</b>		<b>Date Revised:</b>	11/1/2025
<b>Approved By:</b>	Donna Wilson - Director of Personnel / Human Resources (P/HR)		

### I. PURPOSE

To notify employees that they are covered under the State of Michigan, Worker's Disability Compensation Act 317 of 1969 ("The Act") for any injury/illness arising out of and in the course of employment ([www.michigan.gov/wca/](http://www.michigan.gov/wca/).) This policy outlines the process and procedure for:

- Reporting work-related injuries/illnesses;
- Seeking the appropriate medical attention for such injuries/illnesses;
- Investigating and recording incidents of work-related injuries/illnesses
- Seeking and receiving workers' compensation benefits; and
- Returning to work from a work-related injury/illness.

### II. POLICY PROVISIONS

It is the policy of Wayne County to facilitate the timely, factual, reporting and documentation of a work-related injury/illness to facilitate the provision of any workers compensation benefits employees may be entitled to in accordance with the Act and applicable Michigan case law for any injury/illness arising out of and in the course of employment.

Wayne County is committed to providing the following services to employees who have experienced a work-related injury/illness:

1. 24-hour incident reporting using an [Employee Injury Report Form 2025.pdf](#)
2. Approved occupational health clinics.
3. Representatives to answer any questions concerning a claim during business hours by calling the County's third-party administrator for workers' compensation claims or Disability Administration Division, Department of Personnel/Human Resources (P/HR).

#### A. Notice Provisions

1. Employees must report all work-related injuries and/or illnesses immediately to their direct supervisor or any other available supervisor. Failure to notify within a reasonable timeframe may negatively impact the payment of workers' compensation benefits.
  2. All work-related injuries/illnesses must be documented using an approved [Employee Injury Report Form 2025.pdf](#) , even if an employee does not seek medical treatment, or lose time away from work.
  3. All Employee Injury Reports must be forwarded to Disability Administration Division within 24 hours of the work incident.
  4. In cases where medical treatment is warranted, or the employee is incapacitated, a supervisor will authorize medical treatment at an approved occupational clinic by signing the Employee Injury Report.
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5. Injury Reports that contain false information, or are submitted under false pretenses, may result in corrective action, up to and including termination.

### B. Medical Treatment Protocols

1. An employee claiming a work-related injury/illness is required by state law to treat with a County approved clinic during the first 28 days following injury/illness. The employee must give the County notice, preferably written, of their intent to treat with their own physician after the initial 28-day period. See Wayne County Approved Medical Clinics list. [Approved Medical Facilities.pdf](#)
2. The employee is to follow the recommended treatment plan in a timely manner to avoid issues with the payment of workers' compensation benefits.
3. The employee is to schedule appointments, whenever possible, during off shift hours and should communicate and present their medical work status for returning to work, appointments etc. to their supervisor.
4. Exposure incidents (for example, blood borne pathogen, needle stick, contact with bodily fluids, etc.) must be reported to the clinic approved by the County. See Wayne County Approved Medical Clinics list.
5. An employee waiting for and receiving medical attention for a compensable work-related injury/illness will be paid the balance of their shift but shall not include overtime.

### C. Benefits

Any employee who has a work-related injury/illness must meet the eligibility period of seven (7) consecutive calendar days before workers' compensation wage replacement will begin to be paid. During that seven (7) Day waiting period the employee can be paid their leave accrual as outlined by their Collective Bargaining Agreement. If an employee is absent from work thirteen (13) consecutive calendar days or less workers' compensation wage replacement will be paid from day eight through thirteen (8-13). If an employee is absent fourteen (14) or more consecutive calendar days, payment is made retroactive to the first day of disability.

Payment for compensable work-related injuries / illnesses will be paid in accordance with the Act and applicable case law. Benefits are based on the date of the employee's injury/illness, the duration, nature, and extent of such injury/illness.

- Injuries resulting from intentional and/or willful misconduct may not be considered compensable in accordance with the Act and may be subject to disciplinary action.
  - Medical treatment deemed reasonable and necessary and related to the work injury/illness will be paid in accordance with the applicable Act and applicable
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Michigan law.

- Workers' compensation leave run concurrent with the Family Medical Leave Act (FMLA) for the employee's own serious health condition, or as a non-FMLA disability under the applicable Collective Bargaining Agreement or accommodation under the Americans with Disabilities Act (ADA).

### D. Return to Work

If an employee seeks to return to work from a work-related illness/injury the employee is required to provide written confirmation from the medical provider of their ability to return to work with or without restrictions. If restrictions are noted, the documentation will need to include the basis for the restriction and the anticipated duration of the restriction. It is the County's desire to return employees to safe and productive employment as soon as is medically possible following an injury/illness in a bona fide work assignment when suitable positions are available.

### III. ENFORCEMENT

When a dispute arises concerning any workers' compensation issues or benefits, the Workers Compensation Agency has sole jurisdiction for deciding these disputes.

The Department of Personnel/Human Resources is responsible for enforcement of this policy. Further, P/HR is also responsible for ensuring all employees receive appropriate compliance training regarding this policy, including training regarding both the prohibitions and affirmative duties described herein. In addition to disciplinary action up to and including termination of employment, employees may also be subject to civil or criminal penalties as permitted by law.

### IV. DISCLAIMER

If this policy is in direct conflict with other internal or departmental policies, this policy will be considered the controlling policy unless otherwise directed by the Personnel/Human Resources Director or designee. If any provision of this policy conflicts with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedents. On those topics where the CBA is silent, the provisions of these policies shall apply. This policy revision shall replace any previous policies published under the same title and/or number.

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### V. RELATED DOCUMENTS

- Wayne County Work Rules
- Wayne County Employee Handbook
- Wayne County Authorized Medical Clinics [Approved Medical Facilities.pdf](#)
- Michigan Workers Disability Compensation Act MCL418.101-.941 (see <http://www.legislature.mi.gov>)
- MIOSHA Workplace Poster at [LEO - Required MIOSHA Workplace Posters](#)
- Workers Compensation Agency website at <http://www.michigan.gov/wca> Family Medical Leave Act (FMLA)
- Wayne County Employee Injury Report Form [Employee Injury Report Form 2025.pdf](#)

### VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	10/1/2012	Tish King, Director	New Policy as aligned to Ordinance No. 2012-364
Revised	6/30/2013	Tish King, Director	Fraud Contact Information
Revised	11/1/2025	Donna Wilson, P/HR Director	Updated