

14.0 - SAFETY, ACCIDENT PREVENTION AND DISABILITY LEAVE

14.1 - Safety and Accident Prevention - The development and implementation of safe working conditions, practices, habits and thinking are the principal objectives of a good safety program. Reaching these goals will result in benefits to employees and the City. Accidents, injuries, disabilities, damage, lost time and pay, claims, medical expenses, improper and dangerous use of equipment are all operational problems which will be greatly improved by the joint effort of employees, supervisors, Department Heads, and the City Administration.

14.1.1 - Responsibility of the Risk Management Division - The Risk Management Division will provide general safety programs, and will assist Department Heads in developing specific safety programs and investigating accidents and injuries in the departments.

14.2 - Accident Reporting - If an accident or injury does occur, it shall be reported immediately to the supervisor of the employee who will see that proper medical attention is provided, if necessary. The supervisor will be responsible for completion of necessary preliminary forms and reports. In case of vehicle accidents, it is also necessary to immediately notify the Police Department and the Risk Management Administrator. All required reports must be submitted to the Human Resources Department within three (3) work days following occurrence of the accident.

14.3 - Workers' Compensation - Payment of Workers' Compensation to employees who are incapacitated because of an injury arising out of, and in the course of performing City duties, will be governed by the Florida State Workers' Compensation Law.

14.4 - Disability Leave Pay Program

14.4.1 - The Disability Leave Pay Program shall be administered in accordance with the disability rules and regulations as defined below.

14.4.2 - The Human Resources Director is authorized to issue detailed regulations to provide for administration of the Disability Leave Pay Program, and to set forth guidelines to be used when considering approval or disapproval of requests for disability leave pay.

14.4.3 - Disability Leave - Disability leave shall be defined as leave granted to an employee for personal disability resulting in incapacitation while performing the duties of the City.

14.4.4 - Eligibility

14.4.4.1 - The Human Resources Director will be solely responsible for the decision to grant disability leave pay and the duration of the leave pay.

14.4.4.2 - An employee must be a regular full-time employee, as defined in the City Personnel Rules and Regulations, to be eligible for disability leave pay.

14.4.4.3 - An employee must be eligible for Workers' Compensation under the Florida Law.

14.4.4.4 - City employees may be eligible for disability leave for injuries or illness incurred outside of regular working hours, if the injury or illness is deemed to have occurred while the employee was acting within the scope and responsibilities of a City employee. This leave may be extended to include injuries incurred while the employee is in route to or from work.

14.4.5 - Benefits

14.4.5.1 - Disability leave pay shall be computed on the basis of the difference between the regular straight time earnings of the employee and the benefits paid under the Florida Workers' Compensation law.

14.4.5.2 - If an injured employee is incapable of returning to duty on the day of the injury, full pay for the balance of the scheduled work day will be received.

14.4.6 - Restrictions

14.4.6.1 - No employee shall engage in any form of outside employment while on disability leave.

14.4.6.2 - An employee will accrue annual leave and/or sick leave if approved for disability leave pay. An employee that is eligible for Workers' Compensation, but is denied disability leave pay, will not accrue annual leave or sick leave.

14.4.7 - Application for Disability Benefits:

14.4.7.1 - An employee must report an injury or incident immediately to the supervisor and/or foreman. It will be the responsibility of the injured employee to see that a Notice of Injury is processed. The Notice of Injury must be presented to the Risk Management Division within three (3) work days after the injury.

14.4.7.2 - A City employee who suffers an on-the-job injury requiring emergency medical treatment is authorized to go to the nearest hospital and must contact the City's designated managed care provider.

For non-life threatening injuries, medical services must be coordinated and authorized by the City's designated provider prior to engaging the services of a physician and/or hospital.

Following this initial emergency treatment, it is required that, if the employee needs further follow-up treatment for the injury, authorization for the doctor and/or hospital must be obtained from the City's designated provider prior to engaging the services of a physician and/or hospital. Failure to comply will result in the employee being personally responsible for payment of the medical service.

14.4.7.3 - An employee wishing to apply and be considered for disability leave must complete a leave application, accompanied by a statement from the attending physician. The statement must indicate the nature of the injury and cover the period of absence of the employee. The leave application and the physician statement must be submitted within twenty-one (21) calendar days after the date of accident. Bargaining unit employees should follow the provisions of the applicable CBA.

14.4.7.4 - If an injured employee is required to be absent from work for an on the job injury, the employee may temporarily be placed on disability leave pending final review by the Human Resources Director. If the Human Resources Director approves disability leave pay for the employee, the employee shall receive disability leave pay from the City as long as the Human Resources Director approves the entitlement to leave. If disability leave pay is not approved, the Human Resources Director shall have the authority to charge off previously paid disability leave (i.e., disability leave paid on a conditional basis) against the sick leave and/or annual leave account of the employee, which has already been accrued, or will be accrued in the future.

14.4.8 - Denial of Disability Leave Pay - As noted in RULE 14.4.4.1 above, the decision to grant or not to grant disability leave pay and the duration of disability leave pay, shall be within the sole discretion of the Human Resources Director.

14.4.9 - Return to Work - The employee must submit a doctor's written release before being permitted to resume work.

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14.4.10 - Medical Appointments - The City will allow up to four (4) hours maximum for any appointment, unless otherwise requested by the physician. Employees must notify supervisors of appointments and must document the appointment in writing in a leave form under "MA" (Medical Appointment).

14.4.11 - When Disability Leave is Denied - Upon denial of disability leave pay, the employee will be paid only the total amount issued by Workers' Compensation.