


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "WORKERS' COMPENSATION AND TRANSITIONAL DUTY PROCEDURES"	ORDER NUMBER: 26-01
		PLEAC STANDARD: NONE	PAGE 1 OF 5
RE-ISSUE DATE: 02/18/2019	EFFECTIVE DATE: 07/29/2015	ANNUAL REVIEW DATE: JULY	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY/PURPOSE:

- 1.1 To outline the procedure for reporting occupational injuries, illnesses, and exposures to infectious diseases.
- 1.2 To clarify the process by which Workers' Compensation claims are handled.
- 2.1 The workers compensation transitional duty policy is to establish procedures regarding transitional duty job assignments for employees who have been injured on duty.

2.0 DEFINITIONS

- 2.2 Workers' Compensation — an employer provided benefit that compensates an employee who suffers a work-related injury or illness. It provides payments to the injured worker through a set of rules and regulations known as the Pennsylvania Workers' Compensation Act, which governs Workers' Compensation programs throughout Pennsylvania.
- 2.3 Occupational Injury, Illness or Infectious Disease Exposure — an occupational injury, illness, or infectious disease exposure that occurs as a direct result of an employee performing his or her job tasks.
- 2.4 Eligible Personnel—for purposes of this policy, any full time sworn member suffering from an on duty injury, requiring treatment by a licensed health care provider; and who, because injury is temporarily unable to perform their the regular assignment, but is capable of performing an alternative assignment.
- 2.4 Transitional duty is temporary work that you may be offered before you are fully recovered.

3.0 GENERAL RESPONSIBILITIES

- 3.1 Except for exigent circumstances, it is the responsibility of the individual employee to initiate action on all reporting procedures and claims.
- 3.2 Transitional Duty—the Administrative office will seek to provide temporary assignments to transitional duty work for sworn employees of the police department who are injured on duty and cannot fulfill their assigned duties. Transitional duty assignments shall be based upon availability of an appropriate temporary assignment.

4.0 GENERAL PROCEDURES FOR REPORTING INJURY/ILLNESS/POSSIBLE INFECTIOUS DISEASE EXPOSURE OR FILING CLAIMS

- 4.1 Employees who sustain an occupational injury, illness, or possible infectious disease exposure shall report their injury, illness, or exposure to their supervisor as soon as possible, **but no later than 24 hours after the injury, illness, or exposure.**
- 4.2 Employees shall call [REDACTED] to report their injury, illness, or exposure to UPMC Work Partners Claims Management Services as soon as possible, **but no later than 24 hours after the injury, illness, or exposure.**
- 4.3 The employee's supervisor shall provide the employee with the following:
 - 4.3.1 A copy of the "NOTICE CONCERNING MEDICAL TREATMENT FOR YOUR WORK RELATED INJURY OR ILLNESS." This two-sided document lists the current panel register of Medical Providers.
 - 4.3.2 A copy of the "WORKERS' COMPENSATION INFORMATION FORM."
 - 4.3.3 The employee shall sign these forms to acknowledge receipt and his or her understanding of said form.

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- 4.4 A current panel listing of medical providers will also be available on the I: Drive in the "Police Officer's Toolkit."
- 4.5 The supervisor shall then provide the employee with copies of all signed forms and shall forward the originals to the Zone/Section clerk along with the properly completed "**PITTSBURGH BUREAU OF POLICE WORK INJURY REPORT**" form, the "**INCIDENT INVESTIGATION REPORT**," and the **DPS Form #1 "REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE**."
- 4.6 Employees shall proceed to one of the designated panel providers if medical treatment is needed.
- 4.6.1 To receive medical treatment for a non-emergency occupational injury during normal working hours, Pittsburgh Bureau of Police employees must go to a healthcare provider listed on the City's current workers compensation panel.
- 4.6.2 A current panel listing of medical providers is available on the I: Drive in the "Police Officer's Toolkit."
- 4.6.3 If a PBP employee requires emergency medical care, the employee may seek treatment at the closest Emergency Department for the initial care, but any additional medical treatment must be obtained by one of the providers found by consulting the panel listing of medical providers available on the I: Drive in the "Police Officer's Toolkit."
- 4.6.3.1 It should be noted that **UPMC Mercy Emergency Room** is the Panel ER for the City of Pittsburgh.
- 4.6.3.2 If possible – officers should attempt to receive treatment at Mercy ER, unless there is an immediate need to seek initial treatment at another emergency room.
- 4.6.4 To receive medical treatment for a non-emergency occupational injury during normal working hours, Pittsburgh Bureau of Police employees must go to a healthcare provider listed on the City's current workers compensation panel.
- 4.6.5 A current panel listing of medical providers is available on the I: Drive in the "Police Officer's Toolkit."
- 4.6.6 The injured or ill employee shall complete the "**Pittsburgh Bureau of Police Work Injury Report**" unless the employee is reporting a possible exposure to infectious disease, in which case the employee shall complete the **DPS Form #1 "Report of Possible Infectious Disease Exposure."** The completed form shall be submitted to the employee's supervisor.
- 4.6.7 If the injured, ill or exposed employee is unable to complete the required form(s), it is the responsibility of the employee's supervisor to complete the form(s).
- 4.6.8 If the injured, ill or exposed employee contacts UPMC Work Partners Claims Management Services by phone to report an occupational injury, illness or exposure, the member shall also be required to submit the appropriate injury forms as described above.
- 4.6.9 The injured, ill or exposed employee's shift supervisor shall complete the "**City of Pittsburgh Incident Investigation Form**" and submit the form to the Zone/Section Commander who shall complete the investigation.
- 4.7 The injured, ill or exposed employee's shift supervisor shall complete the "**City of Pittsburgh Incident Investigation Form**" and submit the form to the Zone/Section Commander who shall complete the investigation.

5.0 GENERAL PROCEDURES FOR PROPER DISTRIBUTION OF INJURY/ILLNESS/POSSIBLE DISEASE EXPOSURE CLAIMS

5.1 The Zone/Section Clerk shall make proper distribution of the following paperwork:

- 5.1.1 "**CITY OF PITTSBURGH INCIDENT INVESTIGATION FORM**"
- 5.1.1.1 ORIGINAL to the Office of the Deputy Chief.

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5.1.2 "CITY OF PITTSBURGH BUREAU OF POLICE WORK INJURY REPORT FORM"

- 5.1.2.1 ORIGINAL to the Office of the Deputy Chief
- 5.1.2.2 Photocopy to Department of Human Resources & Civil Service - Employee Compensation
- 5.1.2.3 Photocopy to Employee

5.1.3 "DPS Form #1 "REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE"

- 5.1.3.1 ORIGINAL to the Office of the Deputy Chief
- 5.1.3.2 Photocopy to Department of Human Resources & Civil Service - Employee Compensation
- 5.1.3.3 Photocopy to Employee

5.1.4 "NOTICE CONCERNING MEDICAL TREATMENT FOR YOUR WORK RELATED INJURY OR ILLNESS"

- 5.1.4.1 ORIGINAL to the Office of the Deputy Chief
- 5.1.4.2 Photocopy to Department of Human Resources & Civil Service - Employee Compensation
- 5.1.4.3 Photocopy to Employee

5.1.5 "WORKERS' COMPENSATION INFORMATION FORM."

- 5.1.5.1 ORIGINAL to the Office of the Deputy Chief
- 5.1.5.2 Photocopy to Department of Human Resources & Civil Service - Employee Compensation
- 5.1.5.3 Photocopy to Employee

6.0 MEDICAL TREATMENT

6.1 You are required by law to treat with one of the designated City of Pittsburgh providers for 90 days from the date of your first visit.

6.1.1 Failure to treat with these providers may result in the City of Pittsburgh denying responsibility for payment of bills for the first 90 days of treatment.

6.1.2 Should it be necessary to treat with a specialist not on the designated panel, the panel physician will make the appropriate referral.

6.2 After the initial 90-day period, if continued treatment is prescribed, you may choose to go to another licensed physician or health care provider for treatment.

6.2.1 You must notify UPMC Work Partners of this action within five (5) days of the visit to the provider of your choice.

6.2.2 Bills associated with such treatment of a work-related injury or illness will be paid if the licensed physician or health care provider files reports as required. (These reports must be filed within 21 days after the first visit and, at least once a month for as long as treatment continues).

7.0 RECURRENCE OF INJURY

7.1 Complete the same forms as outlined above and follow the same procedure outlined above. A new "City of Pittsburgh Bureau of Police Work Injury Report Form" is required to explain the nature of any recurrence.

7.1.1 The word "RECURRENCE" shall be written across the top of the "City of Pittsburgh Bureau of Police Work Injury Report Form."

8.0 RETURN TO WORK

8.1 When the officer is released to return to work, either full duty or transitional duty, the officer shall deliver the medical release in person to the Public Safety/Police Personnel (who will coordinate with the appropriate office) Office between 0700 and 1500 hours Monday through Friday.

8.1.1 The medical release shall be delivered immediately after it is received from the physician.

- 8.1.2 If the release is received after the above listed hours, it shall be delivered on the next business day.
- 8.2 The Chief's Office will complete a PBP Form #70.2, "**Return to Work Form**" for full duty and transitional duty assignment and send it to the following locations:
- 8.2.1 The Commander to which the officer is currently assigned.
 - 8.2.2 The Commander at the location where the officer's payroll is completed.
 - 8.2.3 The Assistant Chief of the Branch to which the officer is currently assigned.
 - 8.2.4 The Training Academy.
 - 8.2.5 The officer's personnel file.
 - 8.2.6 UPMC Work Partners.
 - 8.2.7 The Department Business Administrator of Police Personnel & Finance and Administrative Specialist.
- 8.3 If the officer returns to their duty location without the "**Return to Work Form**," they will not be permitted to work.
- 8.4 The Commander to whom the officer is currently being assigned will check with the Training Academy to ascertain if this officer does or does not have all the current training. If training is not current, the Commander must arrange training with the Training Academy
- 8.5 The City requires that persons assigned to arduous or non-sedentary work, as determined by the Civil Service Commission, who are off of work due to injury for 15 or more consecutive calendar days, including pass days, shall be required to pass a physical examination by the Civil Service doctor prior to returning to work.
- 8.6 The process for visiting the Civil Service doctor begins at UPMC Work Partners.
- 8.7 If the officer is released to return to work, the medical release must be returned to the Administrative Specialist, who will follow the procedure outlined above.
- 8.8 It is the responsibility of the individual employee to initiate contact with the Chief's Office when released to return to work following a work—related injury, illness, or exposure. The individual employee is also responsible for maintaining contact with the Chief's Office to receive further instructions, if any, during the "return to work" process.

9.0 TRANSITIONAL DUTY

- 9.1 If an employee is released by her/his physician for transitional duty, they shall deliver the medical release in person to the Chief's office or their designee (Deputy Chief's Office).
- 9.2 The Chief of Police has the discretion to allow for transitional duty and to extend maximum time limits for transitional duty outside of the confines of this policy. Transitional duty will be evaluated separately based on the needs of the department and whether a transitional duty assignment is available at the time. Transitional duty is strictly temporary and should not exceed 12 months in duration. After 12 months personnel on limited duty assignment are to be reevaluated by the Chief of Police.
- 9.3 The limited duty assignment for the employee must conform to any restrictions imposed by the physician and cannot involve any type of law enforcement activity. The employee will be required to wear civilian clothing appropriate for a business environment, not carry a firearm and will not be allowed to work any police or emergency service related extra jobs until the physician returns the employee to full duty status. The employee will not be allowed to drive a marked agency vehicle while on transitional duty.
- 9.4 Assignment to transitional duty shall not affect an employee's pay classification, pass days and shift.

10.0 SUBMISSION OF MEDICAL BILLS AND PRESCRIPTIONS

- 10.1 Medical Bills related to the injury should be submitted to the zone/unit clerk who will make a copy of the original

report and submit it with the bills to UPMC Work Partners or to the Assistant Director, Employee Compensation.

11.0 PROCEDURES FOR PAYROLL REPORTING OF WORKER'S COMPENSATION

- 11.1 The worker's compensation process takes approximately 21 days from the time of application until the notification of the decision. During this period, the employee's payroll status normally will be "A/X" and the employee will receive no compensation.
- 11.2 The employee may choose to receive income from the city for a specified amount of time while waiting for a decision concerning his/her claim for worker's compensation by taking deferred holidays, vacation, sick or personal leave. The employee may choose any of the following options singly or in combination:
- 11.3 A/X means that no pay will be received for work days missed until the decision to grant workers compensation is made. If compensation is granted, A/X days will be reimbursed to the employee by the City. If compensation is not granted, A/X days will be charged as unpaid leave.
- 11.4 A/S means that the employee has chosen to utilize sick day(s) pending a determination of Worker's Compensation. If compensation is granted, A/S days will be restored by the City and reimbursed to the employee by the City.
- 11.5 A/V means that the employee has chosen to utilize vacation day(s) pending determination of Worker's Compensation. If compensation is granted, A/V days will be restored by the City.
- 11.6 A/W means that the employee has chosen to utilize personal day(s) pending determination of Worker's Compensation. If compensation is granted, A/W days will be restored by the City and reimbursed to the employee by the City.
- 11.7 A/V means that the employee has chosen to utilize vacation day(s) pending determination of Worker's Compensation. If compensation is granted, A/V days will be restored by the City.
- 11.8 A/W means that the employee has chosen to utilize personal day(s) pending determination of Worker's Compensation. If compensation is granted, A/W days will be restored by the City and reimbursed to the employee by the City.
- 11.9 A/D means the employee has chosen to utilize deferred holidays pending determination of Worker's Compensation. If compensation is granted, the deferred holiday(s) will be restored by the City.
- 11.10 "A" means that the employee has been approved for Worker's Compensation by the Compensation manager and will be paid for any date with this mark.
- 11.11 All police officers who are absent due to a work—related disability may choose to use accumulated leave during missed work days until such leave is exhausted. If the employee is granted reimbursement through Worker's Compensation, all of these days will be restored to the employee. The employee must reimburse the City for any payments received through leave.
- 11.12 No employee may receive, through wages and Worker's Compensation payments, an amount greater than his/her base pay during a period of disability.

Approved by:



Scott Schubert
Chief of Police