

Organizational Policy

INJURY ON DUTY (IOD)

Purpose

For each separate incident of injury or illness arising out of and in the course of employment with the City of Rochester, for which benefits are provided under the Minnesota Workers' Compensation Law, employees shall receive supplemental income benefits for a period not to exceed thirty (30) calendar days from the date of the injury or illness.

Such benefits will be payable only in the event that Workers' compensation benefits are provided, and acceptable medical documentation has been provided to the City. The intent of injury on duty benefits is to supplement the difference between an employee's normal net take-home pay and benefits paid through Workers' Compensation during the first thirty (30) calendar days following the injury or illness. At no time shall an employee be allowed to receive more net earnings than they received at the time of injury or illness, providing all wages and deductions remain the same. All injury on duty benefits will be considered taxable income in accordance with state and federal law, and will be paid through the regular payroll system.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Eligibility

All full-time employees scheduled to work twenty (20) hours or more per week are eligible for injury on duty benefits.

Requesting Injury on Duty Benefits

In accordance with the City of Rochester "A Workplace Accident and Injury Reduction" (AWAIR) program, employees must report each accident or injury verbally to their immediate supervisor at the time of occurrence, but no later than the end of the work shift.

Employees must document their request for IOD benefits on their normal time record. Supervisors of the employee will complete a Workers' Compensation Time Sheet approving the IOD and forward it to the department payroll coordinator.

Processing Payment

The payroll coordinator shall be responsible for completing and forwarding Workers' Compensation Time Sheets to Human Resources to document eligible absences from work as a result of a work-related injury.

Upon receipt of the Workers Compensation Time Sheet and acceptable medical documentation, Human Resources will authorize the processing of IOD benefits.

Policy revisions approved by City Administrator:



Alison Zelms

02/15/2022

Date

Policy History

Current Revision: 2/14/2022

Previous Revision(s): 01/20/2010

Associated Form(s)

- Workers' Compensation Time Sheet
- Injury and Illness Report

The forms associated with this policy can be found on RW - Human Resources – Forms

Legal/Statutory Authority

MN Statute 176