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## **General Workers' Compensation, Liability and Workplace Safety Program Change Information for State of Vermont Supervisors**

The Agency of Administration Office of Risk Management has entered into an agreement with PMA Management Corp. of New England, Inc. (PMA) to administer the State of Vermont's workers' compensation and liability claims as well as workplace safety/loss control programs.

This document is intended to provide general information about Workers' Compensation, Liability and Workplace Safety Program changes for State of Vermont Departments and Employees, and to demystify some of the technical procedures.

This is an overview only; individual situations will vary. It is important that you contact your Department of Human Resources Representative with any questions. A full listing of Human Resources Representatives is located on the Department of Human Resources website <http://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>

### **What will change for the supervisor if an employee is injured at work?**

Within 72 hours of notice of the injury, supervisors must report any work related injuries or illness.

To file a report, supervisors should use an online reporting portal managed by PMA. In instances where a supervisor is unable to access this portal, he/she should contact his/her assigned Department of Human Resources Representative for guidance on how to submit the form online, or for how to submit a paper copy.

Claim numbers will be provided immediately after the claim is reported.

PMA will supply a list of Occupational Health and Urgent Care Facilities throughout Vermont that may be used by the State of Vermont to assign a health care provider.

PMA will contact supervisors to gather additional information to appropriately evaluate an incident and to help reduce the cost of accidents to our organization.

Modified or alternative light duty for return to work possibilities will include coordination with PMA and your HR Field Representative.



## **What will change for your employees if s/he is injured at work?**

Effective October 2, 2016, workers' compensation lost time payments will no longer be included in the State of Vermont paycheck.

Employees who are receiving lost time payments will either:

- receive one (1) check from PMA lost wage payment.;
- receive two (2) checks, one from PMA and the other from the State of Vermont, if they are supplementing with leave balances or working some hours each pay period

Lost time payments compensated by PMA will reduce the earnings paid through the State of Vermont which may, in turn, impact an employee's mandatory and/or voluntary deductions.

The first payment from PMA will be in the form of a paper check mailed to the employee by October 27, 2016 and will include payment for the pay period of October 2, 2016 through October 15, 2016.

Employees who choose to continue to have the payment deposited directly into a specified account must complete a PMA, direct deposit authorization form to continue to receive their indemnity payments via direct deposit from PMA.

Employees have the right to change the health care provider from the one suggested or assigned to them by the State of Vermont, regardless of the reason, at any time during the course of treatment after the first appointment.

PMA will work with the employee's HR Field Representative and supervisor to identify modified and/or alternative light duty return to work possibilities.

Employee will receive notice of their new PMA Claims Adjuster contact information the week of October 3, 2016.

## **What will NOT change for the supervisor if an employee is injured at work?**

Employees must provide the appropriate medical documentation to PMA or their HR Field Representative, releasing her/him to work, prior to returning to work.

Employees may continue to request supplemental pay on their timesheet, using their sick leave or annual leave, when sick leave is exhausted, through VTTHR.

## **What will NOT change for your employees if s/he is injured at work?**

Employees may continue to request supplemental pay on their timesheet, using their sick leave or annual leave, when sick leave is exhausted, through VTTHR.

Prior to his/her return to work, the employee must submit certification to PMA and/or their HR Representative attesting to their ability to return to work with or without specific work restriction.