

**Workers Compensation Procedures:**

**What To Do When You Are Injured On The Job**

Employee	Supervisor	Department Rep
(1) Immediately notify your supervisor that you have been injured on the job -- no matter how big or small the injury is.	(1) If emergency medical care is needed for the employee, please make arrangements to have him/her taken to the hospital. If it is not an emergency, assist the employee with making a doctor's appointment for medical care.	(1) If emergency medical care is needed for the employee, please make arrangements to have him/her taken to the hospital. If it is not an emergency, assist the employee with making a doctor's appointment for medical care.
(2) If emergency medical care is needed, proceed to the hospital. If it is not an emergency, contact your Department Rep if you need assistance obtaining a doctor's name to make an appointment for medical care.	(2) Complete the "Supervisor Incident Investigation Report".	(2) Assist the employee with completing the "Employee First Report of Injury. "
(3) Complete the "Employee First Report of Injury"	(3) Assist the employee with completing the "Employee First Report of Injury. "	(3) Once you have received all completed paperwork (Employee First Report of Injury, Supervisor Incident Investigation Report, and Witness Report of Incident), enter information into SISCO's Workers' Compensation software system.
(4) It is your responsibility to keep your supervisor and the Human Resources Department up to date on your medical condition and when you will be returning to work. If you seek medical treatment for your injury, a doctor's note is required before you can return to work. The doctor's note should be given to your immediate supervisor, who will in turn send a copy to the Human Resources Department.	(4) Ask witnesses to complete the "Witness Report of Incident."	(4) Send a complete copy of all documentation to the Human Resources Department.
(5) Promptly follow-up when you have been contacted by the Human Resources Department that a Workers' Compensation check is ready for processing.	(5) Discuss with the department how this type of incident can be avoided or minimized in the future.	(5) Complete the Disability Income and Sick Leave Coordination form and return it to the Human Resources Department by the requested due date.
(6) Please Note: If you retain an attorney, SISCO is no longer able to speak with you directly and all future contact with SISCO must be made through your attorney, which may delay the process. You may always contact the Human Resources Department for information or assistance.		(6) It is critical that you notify the Human Resources Department when the employee has returned to work so that we may finalize and close-out the Workers' Compensation file.

**Please call the Human Resources Department at (410) 263-7998 if you need assistance.**

**Workers Compensation Procedures:**

**How Do I Receive Payment For Time Missed From Work  
& How Do I Get My Medical Bills Paid**

(1) If you have a compensable claim, you will receive compensation through the Workers' Compensation program administered by SISCO, our third-party administrator. The speed of this process is dependent upon how quickly information is received from you and your department.

(2) If you are out of work for less than 14 days due to a compensable work-related injury or illness, the first 3 days will be charged to available leave hours (such as sick leave, personal leave, or annual leave). If you are not eligible for City leave benefits, then the first 3 days will be leave without pay. If your leave of absence is in excess of 14 days, all compensation will be paid by SISCO, including the first 3 days of absence.

(3) **Are Workers' Compensation payments taxed?** No. Workers' Compensation benefits are paid at 66-2/3% of your salary, with the assumption that the other 33-1/3% would have been taxes.

(4) **Are payroll deductions withheld from my Workers' Compensation checks?** No. You are responsible for contacting the Human Resources Department to make arrangements to pay all voluntary payroll deductions.

(5) **All Workers' Compensation checks are mailed to the Human Resources Department**, not directly to the employee. Once the check is received by the Human Resources Department, they will send a "Disability Income and Sick Leave Coordination" form to your Department Representative for completion. Once this form is returned to the Human Resources Department, they will contact you to make an appointment to either pick up the check or to sign it over to the City of Annapolis to buyback your used sick leave. Please Note: It is City policy that sick leave used for a Workers' Compensation injury be bought back. Only sick leave can be bought back -- not annual or personal leave.

**For questions regarding your Workers' Compensation Claim,  
you may contact the SISCO Claims Adjuster below:**

**Jessica Calandra**  
**SISCO**

**P.O. Box 42737**

**Baltimore, MD 21284**

**Phone: (800) 934-8847 ext. 1920 OR (804) 237-5920**

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