

Christian County Commission

April 14, 2008

Convene

Presiding Commissioner John Grubaugh called the meeting of the County Commission to order at 8:30 a.m. on April 14, 2008 at the County Commission Office. Attendance: John Grubaugh, Present: Bill Barnett, Present: Tom Huff, Present.

8:30 a.m. Lynette Weatherford and Glen Pace

RE: Updating Employee Information

Those present for the meeting were Mr. Adams, Mr. Frank Mease and Ms. Lori Biery.

The Commission met with Lynette Weatherford and Glen Pace to discuss updating the employee manual. Ms. Weatherford distributed a new return to work policy to be inserted in to the existing manual. Ms. Biery, the Commission's secretary will update the employee manual as needed. The Commission will schedule an office holders and supervisor's meeting to discuss the new return to work policy. There was discussion of providing a packet for the office holders to use in a workman's comp issue.

Ordinance - 04-14-08-01 -

Stargrass Road-- 10:00 a.m. The Commission approved and signed the Right-of-Way Warranty Deed for Stargrass Road. The Grantors are Nikolay and Edna Melton. Stargrass Road will transfer to Common 1 Road District.

Ordinance - 04-14-08-02 -

Accacia Drive -- 10:05 a.m. The Commission approved and signed the Right-of-Way Warranty Deed for Accacia Drive. The Grantors are Richard and Edna Melton. Accacia Drive will transfer to Common 2 Road District.

Signatures


John Grubaugh, Presiding Commissioner

April 14, 2008

RE: Implementation of Return to Work Policy and Protocol

In order to begin the implementation process for the Return to Work Policy and Protocol, it is proposed that Lori Biery, Administrative Secretary be allowed to administer and distribute any approved policy changes to the Office Holder to disseminate to their designated division and personnel.

To simplify, it may be best to review the following proposed process for approval:

I. New Policy (see below) to be inserted into the existing manual and distributed:

Work-Related Accidents

Employees are required to report any dangerous work practices **immediately** to the appropriate supervisor. Employees should also report any defects or problems with equipment immediately to the appropriate supervisor. To maximize safety in the office or work site areas, employees should keep all work areas neat, clean and orderly.

- **Report the injury or illness to management and complete an Employee Incident Report.**
- **If medical care is required, go to the designated Emergency Room or Medical Facility.**

Failure to report such an infraction may result in employee disciplinary action, including termination in addition to loss of certain benefits such as Workers' Compensation.

Drug Testing/Job Related Accidents and Injuries

The County reserves the right to request any employee randomly, or based upon suspicion, or who is involved in a job related accident, to consent to an alcohol and drug test. The post-accident drug test may be required whether or not there was property damage, or whether the accident requires an employee to obtain professional medical treatment. Employees who test positive will be subject to disciplinary action up to and including termination. Employees and their property are subject to search while on company property. Submission to this request is condition of employment.

Transitional Duty Policy (Return To Work Program)

Any employee, who sustains a work related injury, may be required to return to work in a transitional duty under the direction of our designated physician. The designated physician will determine the employee's physical restrictions that result from a work related injury and notify us of those physical restrictions. The county will meet the needs of those physical restrictions and place the employee in a temporary position that is within the physical restrictions set by the physician.

Transitional Duty Policy (Return To Work Program) Cont'd

This temporary position may be outside the employee's regular duties and may also include work donated to charitable organizations. The temporary position may also be at a lower wage than the employee's regular wage. If the transitional duty wage is lower than the employee's regular wage, the employee will then be eligible for Temporary Partial Disability (TPD) benefits from workers' compensation insurance.

An employee who refuses to return to a transitional duty position will not be entitled to any lost wages. All positions and job duties in the county's transitional duty program are temporary in nature and may be changed or terminated at the county's discretion. These positions are not permanent accommodations as defined by the Americans with Disabilities Act.

If you have any questions or need further explanation of this policy you should consult your supervisor or call the Missouri Division of Workers' Compensation at 1-800-775-2667. This toll-free number will connect you with an Information Specialist provided by the Missouri Division of Workers' compensation.

Worker's Compensation Insurance

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor so that the necessary paperwork may be completed.

- II. Conduct Office Holder Meeting to provide information and brief training on how to handle work related incidents.**
- III. Distribute above policy within the meeting**
- IV. Allow opportunity to address questions regarding above policy process.**
- V. Moving forwarding allowing Lori to distribute approved changes to policy through Commission office to Office Holders to disseminate onto assigned personnel.**