

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.21

PAGE 1 of 2

DATE 05/15/13

SUBJECT: PHYSICAL THERAPY AT NEW
CASTLE COUNTY FACILITIES

RESCINDED:

Valencia S. Bejes

OBJECTIVE: To encourage participation in medical treatments and rehabilitation of employees injured at work so as to facilitate the earliest possible return to full duty. To provide a convenient location at a County facility for employee physical therapy sessions, especially those prescribed due to work injuries, and thereby encourage employees to increase the effectiveness of such treatment by attending as prescribed.

STATEMENT: New Castle County wishes to encourage employee participation in timely and effective medical treatment of work-related injuries so as to return workers to full duty in the workforce and full and productive health in their lives as soon as possible after injury or illness. This Policy reaffirms the County's overall commitment to full health and wellness of its employees, so as to increase their productivity and success on the job and fulfillment in their lives away from work; and reinforce employee desires to return to full duty after a work injury.

PROCEDURES:

1. The County has arranged with professional vendors to provide physical therapy (PT) services at convenient times at a designated County facility where employees may receive prescribed treatment for work-related injuries.
2. Employees who attend authorized physical therapy sessions for work-related injuries at the designated County facility may do so on work time during their normal shifts, with reasonable time allowed to get to and from the facility, provided that such treatment must be in accordance with, and limited by, the State of Delaware Department of Labor Health Care Practice Guidelines for treatment of workers compensation injuries (the "Guidelines").
3. Employees who choose to attend physical therapy sessions for the treatment of accepted work injuries at other than the designated County facility must utilize sick or vacation time for time spent away from work for such sessions.
4. Employees wishing to avail themselves of physical therapy at the designated County facility for injuries not related to work injuries may do

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so as permitted by their department during work hours, using sick or vacation time, or during hours off work, as the schedule of the authorized and designated vendor may permit.

5. Time away from work for physical therapy may only be taken with advance approval by the employee's department as workload and timing permit, and after reasonable advance notice by written request.

REQUIRED ACTIONS:

1. Employees desiring to avail themselves of physical therapy shall provide their department medical liaison with a prescription for physical therapy, and request department approval for the proposed appointment time(s) at least four (4) working days in advance.
2. Departments shall consider the request for time away from work for physical therapy appointments in light of pending work requiring the employee's participation, the deadline for accomplishing needed tasks, and other factors the department may establish.
3. The employee shall be notified at least forty-eight (48) hours in advance of the scheduled appointment of the approval or denial of the request(s).
4. If approved, the employee will be responsible to arrange for transportation promptly to the location and back to work.
5. Department timekeepers shall code any time away from work to attend authorized physical therapy sessions provided at the designated County facility as Leave for Illness or Injury (LII) if advised by Risk Management that such sessions are related to accepted and compensable work injuries in accordance with the Guidelines.
6. Determinations of whether treatment is within the Guidelines shall be made by Risk Management and/or the County's Third Party Administrator, subject to review by the Industrial Accident Board.

Established: 02/21/12
Rescinded: 05/15/13