

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Tuesday, May 20, 2014 at 1:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. Open Session
2. Contemplated Closed Session under WI Statutes 19.85(1)(e) "conducting public business with competitive or bargaining implications" **to consider grievance filed by the Chippewa Falls International Association of Firefighters Local 1816.**
May return to open session for possible recommendation.
3. Discuss request of Fire Chief Mike Hepfler to hire an entry level firefighter due to a resignation. Possible recommendations to the Council.
4. Review safety shoe reimbursement policy. Possible recommendations to the Council.
5. Review employee modified duty/return to work policy. Possible recommendations to the Council.
6. Adjournment

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on May 16, 2014 at 1:50 PM by BNG.



*Chippewa Falls Fire and Emergency
Services Department*

211 Bay Street, Chippewa Falls, WI 54729
(715) 723-5710 (715) 726-2751 Fax

May 12, 2014

Mayor Hoffman, Lynne Bauer and Committee #2 Members,

Due to the letter of resignation received today from Motor Pump Operator Keith Ziehr, and his last day of employment being May 31, 2014, I am requesting authorization to interview and hire a replacement Firefighter/EMT-P from the current list of qualified candidates.

If there are any questions, feel free to contact me.

Sincerely,

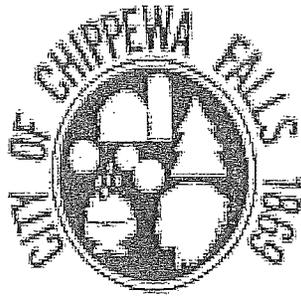
A handwritten signature in cursive script that reads "Mike Hepfler".

Mike Hepfler, Fire Chief

A handwritten signature in cursive script, likely belonging to a committee member or official.

A second handwritten signature in cursive script, also likely belonging to a committee member or official.

5/14/14



DRAFT

Modified Duty Program

City of Chippewa Falls

Adopted: May , 2014

I. Introduction

As part of the City's overall safety and health program, a Modified Duty Program has been established. After accident prevention, the City believes that a Modified Duty Program is the best way to reduce the financial and human losses associated with severe or serious injuries.

II. Objective

The main objective of this Modified Duty Program is to manage our employees' safe and timely return back to work after a workplace injury. The program will facilitate the earliest possible return of an injured employee based on the physical restrictions identified by the medical provider.

III. Scope

The Modified Duty Program applies to all departments within the City. The success of our program will require commitment and involvement at all levels of the organization: employees, supervisors, and administration. At this time, Rick Rubenzer, Public Works Director/City Engineer/Utility Manager has the responsibility for overall coordination, administration, and implementation of the Modified Duty Program.

IV. Written Program

The City has established a Modified Duty Program which will be applied to injured employees and, whenever feasible and appropriate, for non-work related ill or injured employees on a case by case basis.

The goals of the City's Modified Duty Program are:

- A. Foster and enhance the physical and psychological recovery process for the injured workers.
- B. Reduce medical, disability, and lost time costs.
- C. Reduce indirect accident costs.
- D. Minimize the chance of re-injury.
- E. Encourage cooperation between employees and management.
- F. Establish a more stable workforce.
- G. Enhance the injured employees' sense of confidence and well being.

V. BASIC ELEMENTS OF THE PROGRAM

The Modified Duty Program consists of the following essential elements:

- A. Formalized policy outlining the business practice, time periods for use, and humanistic reasons for the practice.
- B. Defined employee responsibilities regarding modified duty, medical restrictions, and treatment patterns.
- C. Specified supervisory and management responsibilities for the most effective usage and monitoring of employees working with medical restrictions.
- D. Predetermined jobs and the hours available for the most difficult restrictions. These most often concern low weights, one-hand, or mobility issues.
- E. Involvement of the medical community to ensure that they are aware of the practice and understand your commitment to modified duty and established restrictions.
- F. Communication among the employee, supervisor, administration, medical providers, and the insurer's claim representative.

VI. ROLES & RESPONSIBILITIES

The Modified Duty Program assigns responsibilities to the injured employee, the supervisor, and the program coordinator.

- A. Employee Responsibilities
 - 1. Report all injuries to your immediate supervisor

2. If you seek medical attention, you must provide a list light duty assignments to the treating physician about the Modified Duty/Return-To-Work Program. Cooperate with the treating physician by providing the information necessary to help determine how and when you can return to the job safely.
3. Unless otherwise directed, you are expected to return to work with any medical restrictions on the same day as the accident or, if time prohibits, the following day. If there is a question, contact your supervisor.
4. You must be aware of your medical restrictions at all times.
5. Do not attempt tasks that exceed your restrictions. If you have a question about the task(s) at hand and your restrictions, talk to your supervisor immediately.
6. If you feel that you can perform certain tasks that exceed current restrictions, talk to your physician and get new restrictions (in writing) that allow you to perform these tasks.
7. The medical restrictions are in effect 24 hours per day. Be careful during non-work hours to be sure that the restrictions are maintained. If you have hobbies or outside interests, talk to the treating physician about possible conflicts. Follow your physician's instructions.
8. Any employee who engages in activities that are inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, is subject to possible disciplinary action.

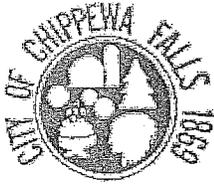
B. Supervisor Responsibilities

1. Familiarize yourself with the basic purpose, function, and concepts of a modified duty program.
2. Support the City's written policy.
3. Convey a positive attitude about modified duty and its benefits.
4. Educate all workers, on an annual or more frequent basis, about the purpose and function of modified duty.
5. Take time to handle the injury properly.
6. Authorize medical attention immediately if needed. Provide necessary authorization forms and arrange for transportation if needed.
7. Report the injury and supply documentation pertaining to the injury to the human resource department or other designated person who coordinates claim reporting to the insurance provider.
8. Conduct an accident investigation (determine the root cause of the injury). Implement measures or actions to prevent a reoccurrence. Document the results of the investigation.
9. Refer major changes to upper management and follow-up for corrective actions.
10. Explain in detail to the injured employee the tasks that he/she can and cannot perform according to the restrictions provided by the treating physician. Make sure you and the employee do not exceed the restrictions unintentionally.
11. Know the employee (Is the person an overachiever?) and his or her medical restrictions.
12. Be aware of any employee on modified duty, whether he/she is working under you or not. It is important not to assign any tasks or allow any tasks to be performed that exceed medical restrictions. Supervisors must share this information.
13. Add validity to the practice by keeping informed about the employee's recovery, current treatment, and how the employee perceives the quality of the medical treatment. The quality of treatment is directly related to how fast the employee recovers and avoids re-injury in the future.

C. Program Coordinator Responsibilities

1. Contact and visit the principal medical providers that treat your employees' work-related injuries. If distances are a concern, consider introducing the program to medical providers through a mailing.
2. Establish your commitment to the program by inviting the medical providers to tour the various operations within your organization (to familiarize themselves with the types of tasks that are

- performed by your employees as well as the modified duty jobs that are currently available or could be used. (Inviting providers to tour your operations/ facilities exhibits your commitment to the practice, helps you clearly define the jobs, and may open up ideas on modified tasks or wellness activities. The providers should be inclined to accept your invitation, especially if they conduct physicals, medical monitoring, or substance abuse screening for your organization).
3. Provide the medical community with an overview of your program and a listing or chart of the modified jobs. Include the hours available and the restrictions that can be accommodated in the jobs. Ask that the information be kept available for reference and that all appropriate medical staff be aware of the information.
 4. If you have or can develop a relationship with a medical provider, encourage injured employees to seek medical treatment from that provider. Explain to employees that the provider understands your organization's policies, what's available in modified duty, and that the provider will work with all parties concerned to get the employee back to full earning capacity as soon as possible.
 5. Make sure that the medical provider has a full understanding of what full earning capacity means to your employees. In many cases, the number of hours worked in a given time period has a direct impact on other employee benefits such as vacation, earnings, 401k contributions, seniority, or contributions to medical insurance premiums.
 6. Arrange to meet with the medical provider(s). Face-to-face meetings go a long way toward understanding each other's problems and identifying mutual opportunities.
 7. Communicate the results of your modified duty program to the medical community.
 8. Advise them of the direct and indirect savings to the organization. This information is relatively easy to track and can be pivotal in gaining a wider, deeper appreciation and acceptance of the practice by all.



TO: ALL EMPLOYEES

SUBJECT: MODIFIED DUTY RETURN-TO-WORK PROGRAM

DRAFT

In an effort to conserve the human and financial resources of the City of Chippewa Falls, a Modified Duty Program is being implemented to support our worker's compensation program.

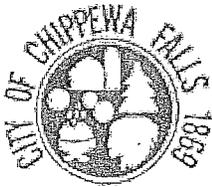
Our primary goal is the prevention of work-related injuries. However, when injuries do occur, a return-to-work program is the fastest means available to return employees at or near the level of wages which they were paid at the time of the injury. It also helps us to control our insurance costs. Studies have shown that modified duty has other advantages:

- It is therapeutic and helps speed the recovery process.
- It prevents employees from becoming dependent on a disability system.
- Employees stay in touch with the work environment and fellow employees.
- The company maintains an experienced workforce.

Jobs or duties have been established to meet most or all of the medical restrictions injured employees may face. We will work with the medical community and our insurance company to provide an injured employee with work that meets his or her medical restrictions. In addition, since modified duty jobs are temporary in nature, each return-to-work case will be reexamined on a week-to-week or month-to-month basis, depending on the circumstances. It is the intention that no job is to exceed 90 days in duration. However, in the unlikely event that the occasion would arise, management will evaluate the case based on its merit.

We look forward to working with injured employees to speed their recovery and bring them back to full earning capacity.

Richard Rubenzer
City of Chippewa Falls
Safety Coordinator



TO: (MEDICAL PROVIDER)

DRAFT

RE: Modified Duty Program

The City of Chippewa Falls is actively pursuing every option available to conserve our financial and human resources. Returning injured employees to work through a Modified Duty Program is vital to an employee's recovery and earning power as well as critical to controlling our Workers Compensation costs. We are exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury.

When an employee cannot be at work, his or her total earning capacity and various benefit levels are adversely affected (e.g., 401k, vacation accrual, health plan co-pays). Some employees may even face serious financial problems.

For these reasons, we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees, and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice, and one, which the medical community can support, as beneficial to employees.

I cordially invite you to visit our facilities to gain a first-hand view of our processes and tasks, to learn which jobs we have modified, as well as those, which may be modified in the future.

I will follow-up with you, after you have had some time to review this letter, to see if we can arrange a time for you to meet with us.

Respectfully,

Richard Rubenzer
City of Chippewa Falls
Safety Coordinator
Phone: 715-726-2736