

Charles County Government County Administrator Standard Operating Procedure

Title:	Workers' Compensation Insurance Work Group	SOP #: CAP.CAD.03.005
Department:	Office of the County Administrator	Effective Date: 6/17/2014
Division:	Central Services	Last Review Date: 6/4/2018
Purpose:	Review and administer all aspects of the Charles County Workers' Compensation Self Insurance Program including but not limited to: financial policies, risk transfer/financing mechanisms, claim handling procedures, safety/loss control policies and practices, safety training, contracting for services, claim and litigation management as well as other matters that may impact the stability, performance and solvency of the program.	
References:	Maryland Workers' Compensation Commission; Section 9-405 of the Workers' Compensation Law	
Attachments:	n/a	

Procedure:

This procedure pertains to but may not be limited to Charles County Government, Charles County Sheriff's Office, Detention Center, State's Attorney, Circuit Court, Soil Conservation District, Department of Social Services, Orphans Court, Election Board, and Southern Maryland Resource Conservation and Development employees.

1.0 Committee

1.1 The Workers' Compensation Insurance Work Group will be comprised of the following eight members:

- 1.1.1 Director of Fiscal and Administrative Services or designee
- 1.1.2 Director of Human Resources or designee
- 1.1.3 Director of Emergency Services or designee
- 1.1.4 Deputy County Administrator or designee
- 1.1.5 Representative from the County Attorney's Office
- 1.1.6 Assistant Sheriff of Administrator or designee
- 1.1.7 Safety Officer
- 1.1.8 Representative from the Third Party Administrator (TPA) – (Ex-Officio)

2.0 Meetings

2.1 The work group will meet at least quarterly or more often as agreed by the work group or as required by program needs. The Safety Officer will schedule, prepare, and disseminate a meeting agenda one day prior to the date of each meeting.

2.2 A quorum (4) of the voting members must be present to conduct business.

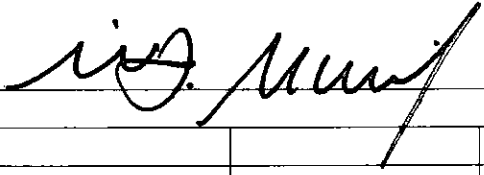
- 2.3 Work group recommendations shall be consistent with Federal, State, and Local laws governing Workers' Compensation and Employer Liability, as well as all applicable Charles County regulations and policies.
- 2.4 The meeting notes of the work group will be taken, maintained, and electronically distributed to the work group by the Safety Officer.
- 2.5 During its renewal meeting the work group will begin the coverage renewal process for the upcoming fiscal year. Representatives of the TPA that must attend the renewal meeting include but are not limited to the broker responsible for placement of the excess insurance and the program claims manager.

3.0 Confidentiality

- 3.1 The Safety Officer will consult with the TPA or the representative from the County Attorney's Office on all disputed claims in regards to the compensability either in person or electronically. The Safety Officer will notify the work group in instances of denied claims or differing opinions regarding compensability.
- 3.2 Any proposed full and final settlement of a claim in excess of \$25,000 shall require approval by a quorum of the work group either in person or electronically.
- 3.3 The Safety Officer will serve as the TPA's liaison and work group designated representative for day-to-day claims management issues as well as Charles County's representative at Workers' Compensation Commission hearings.
- 3.4 The TPA will notify the County Attorney's Office should there be any possible disputes concerning the handling of a claim with the Commission.
- 3.5 The work group, in its sole discretion, may elect to review any claim related matters and/or the administration of the self-insurance fund.

4.0 Exceptions

- 4.1 Any and all exceptions to this procedure must be approved in advance by the County Administrator.

Authorized:				Date: 6-4-18
Revision Dates:				