

CITY OF MANITOWOC
WORKERS' COMPENSATION
CLAIMS PROCESSING POLICY
(proposed effective date 11/1/2018)

Purpose

The City is self-insured for Workers' Compensation (WC), and engages a third-party administrator to process claims filed by injured employees. This policy is intended to address how claims approved by the third-party administrator are paid, how disputed claims are paid, and how safety and risk-management related purchases are addressed.

Claims Processing

A WC Claims Committee is created, which shall consist of the HR Director, Finance Director, and City Attorney. Any claim, regardless of amount, approved by the City's third-party administrator can be paid by a 2/3 vote of the City's WC Claims Committee.

A claim that is disputed by the claims administrator will be assigned outside counsel by the third-party administrator. The Claims Committee may approve settlements recommended by the third-party administrator and outside counsel by a 2/3 vote so long as the settlement does not exceed \$50,000. Claim settlements in excess of \$50,000 shall be brought to the Personnel Committee for a recommendation and Common Council for final approval on the consent agenda.

The Claims Committee is also authorized to make expenditures within the WC budget for safety and welfare expenditures that will reduce the risk of claims to the City's WC Fund. This includes purchase of items such as ergonomic furniture, safety apparel, and any other item brought forward by a department head and approved by a 2/3 vote of the Claims Committee.