



Illinois Department of Corrections

Administrative Directive

Number: 02.05.101	Title: General Provisions	Effective: 12/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.05.101 effective 11/1/2018

Authority: 730 ILCS 5/3-2-2 820 ILCS 305/1 and 310/1	Related ACA Standards: 5-ACI-1B-17, 5-ACI-1C-01, 5-ACI-1C-04
Referenced Policies: 01.12.111, 02.05.103, 02.05.105, 02.65.120, 03.01.210	Referenced Forms:

I. POLICY

The Department shall coordinate activities to ensure proper and orderly processing of Workers' Compensation claims.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide general guidelines regarding the Workers' Compensation process.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Workers' Compensation – a no fault system of benefits available to most employees who have an occupational injury or illness.

F. General Provisions

1. As required by the Workers' Compensation and Workers' Occupational Disease Acts, the Workers' Compensation Coordinator shall conspicuously post the Notice to Employees, ICPN IL-563-0090, to advise employees that the employer is qualified and operating as self-insured and further advise employees of basic rights and requirements. Notices may be obtained from:

Illinois Workers' Compensation Commission
866-352-3033
www.iwcc.il.gov

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2. TriStar Risk Enterprise Management shall review and determine compensability on all Workers' Compensation claims.
3. An injured employee and his or her attorney shall be legally entitled to the employee's statements only. All other requests for information shall be submitted in writing to the Manager of TriStar Risk Management.
4. Occupational injuries and illnesses shall be immediately reported and processed in accordance with Administrative Directive 02.05.103.
5. When an employee is required to be off duty for a period of time due to an occupational injury or illness, service-connected sick leave shall be processed in accordance with Administrative Directive 02.65.120.
6. If the employee is unable to work after using all available service-connected sick time and, if applicable, extended benefit time, the employee may request Temporary Total Disability Benefits in accordance with Administrative Directive 02.05.105.

NOTE: If the service-connected injury is due to a direct or indirect result of violence by an offender, the employee may request Extended Benefits for up to a maximum of one year in accordance with Administrative Directive 03.01.210.
7. The Department shall limit the use and disclosure of an employee's protected health information to that which is reasonably necessary to accomplish the purpose for which the request or disclosure is made.
8. An occupational death shall be reported immediately in accordance with Administrative Directive 01.12.111.

G. Requirements

1. The Chief Administrative Officer shall:
 - a. Establish and maintain a written procedure for processing Workers' Compensation claims.
 - b. Identify a staff member as the Worker's Compensation Coordinator who shall act as the liaison between the employee, the Office of the Attorney General, Central Management Services and TriStar Risk Management.
 - c. Ensure that the employee is given adequate time to prepare and process necessary forms and to pursue any questionable or conflicting information.
 - d. At least monthly, personally review, with the Worker's Compensation Coordinator, each case where the employee has depleted all service-connected time and must begin using his or her benefit time or begin total temporary disability.
 2. The employee shall immediately report to the designated location for accidents requiring first aid treatment. More serious injuries shall be referred for treatment as appropriate.
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