



BEST PRACTICE: City of Cheney

Employee Injury/Illness Procedure Acknowledgment

Cheney City Administrator **Danielle Young** has developed a procedure and multi-purpose form (see insert) to make sure all new employees fully understand exactly what to do about workplace illness and injury.

The form is given out to **EVERY** new employee, including part time and seasonal, following a one-on-one discussion with Danielle. (Cheney has about 17 full time employees, plus another EIGHTY or so seasonal and part time, so this is obviously seen as a very important part of the hiring process...as it should be).

Some key features of the process and form would include:

1. As stated above, the process is followed for every single new hire;
2. The form must be signed by the employee;
3. The name and address of the designated work comp physician (in this case, clinic) is right on the form, as is the name of the work comp pharmacy;
4. Specific instructions are given for reporting a claim;
5. The city's Return To Work Policy is outlined.

Cheney's terrific process covers a great deal of important work comp territory. Good work, Danielle.