

**Unity Church of Traverse City**  
**Board Policy and Procedure**  
**Policy Category: Personnel**  
**Policy Subject: Occupational Injury or Illness Policy Number: 900**

1. POLICY

Employees of Unity of Traverse City who become injured or ill when carrying out official work for the church will follow the procedures below.

2. DEFINITIONS

- A. 'Work-related Injury': injuries that occur during the working hours or while carrying out office church business, no matter where the work takes place, subject to the evaluation of the Workers' Compensation insurance carrier.
- B. 'Work-related Illness': illness that does not include personal illnesses and will generally require a professional analysis of the origin of the illness and how it related to the work and work environment.

3. PROCEDURE – any employee who experiences a work-related injury or illness,

- A. Should immediately notify his/her supervisor and obtain appropriate medical treatment.
- B. Complete an employee injury/illness report as soon as possible and submit it to the senior minister. The Workers' Compensation insurance carrier for the church will contact the employee and arrange any further treatment and evaluation necessary if the injury is deemed an occupational injury or illness.
- C. Cooperate fully in the rehabilitation of all occupational injuries and illnesses.
- D. Notify his/her supervisor as soon as possible if he/she will require time away from work, a reduced work schedule, and/or reduced job duties.
- E. Be aware that failure to timely report and evaluate related injuries may result in disqualification from coverage under the church's Workers' Compensation insurance coverage.

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President

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Date

Adopted: 01/16

Revised: