

***WARREN COUNTY
BOARD OF COMMISSIONERS***

February, 17, 2016

6:00 PM

Board Work Session

***WARREN COUNTY
ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NC***

February, 17, 2016
Work Session Agenda

5:30 pm Special Meeting

- 1 - Department Head Report to the Board (5 minutes):**
Dennis Paschall, Emergency Services
Lisa Alston, Human Resources
- 2 - Request for Right-of-Way Across Buck Springs Property –Harry Williams, Surveyor
& Representative of M. G. Howard Family**
- 3 – Warren County Public Schools Facility Needs Survey – Dr. Ray Spain, Superintendent**
- 4 – Update on Proposed Warren County Personnel Manual – Lisa Alston, HR Manager**
- 5 - Report of Board/Committee/Commission Maintenance Meetings – Angelena Kearney-
Dunlap, Clerk to the Board**
- 6 – Update: Workers Compensation Information – Angelena Kearney-Dunlap**
- 7 - Adjourn Work Session**

February, 17, 2016
Work Session Agenda

Item # 1

Department Head Report (5 minutes):

- ▶ **Dennis Paschall, Interim Emergency Services Director**
- ▶ **Lisa Alston, Director Human Resources**

February, 17, 2016
Work Session Agenda

Item # 2

**Request for Right-of-Way Across
Buck Springs Property**

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**Harry Williams, Surveyor
&
Representative of Marvin G. Howard Family**

**Tabled from
February 1, 2016 meeting to this work session:**



M.G. Howard presented information and made a request to the Board during a February 15, 2012 work session for right-of-way across the Buck Spring property. He has provided a valid survey of the requested easement and requests Board's authorization to have a deed prepared granting him access across the Buck Spring Property to his adjacent property.

To: Warren County Board of Commissioners
Date: February 8, 2012
From: Marvin G. Howard
Re: Road Easement

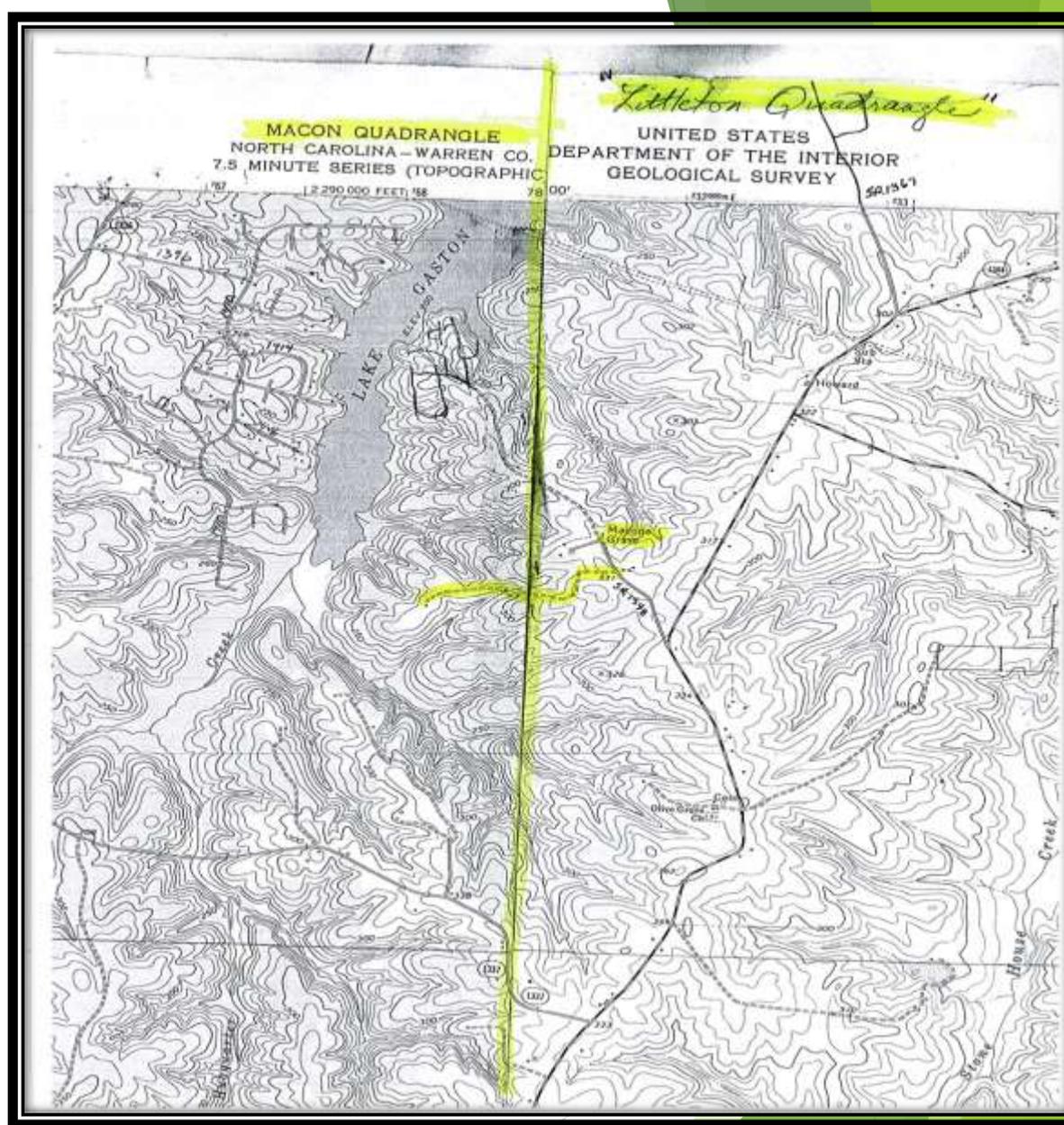
Mr. Chairman and Commissioners, Staff, Ladies and Gentlemen

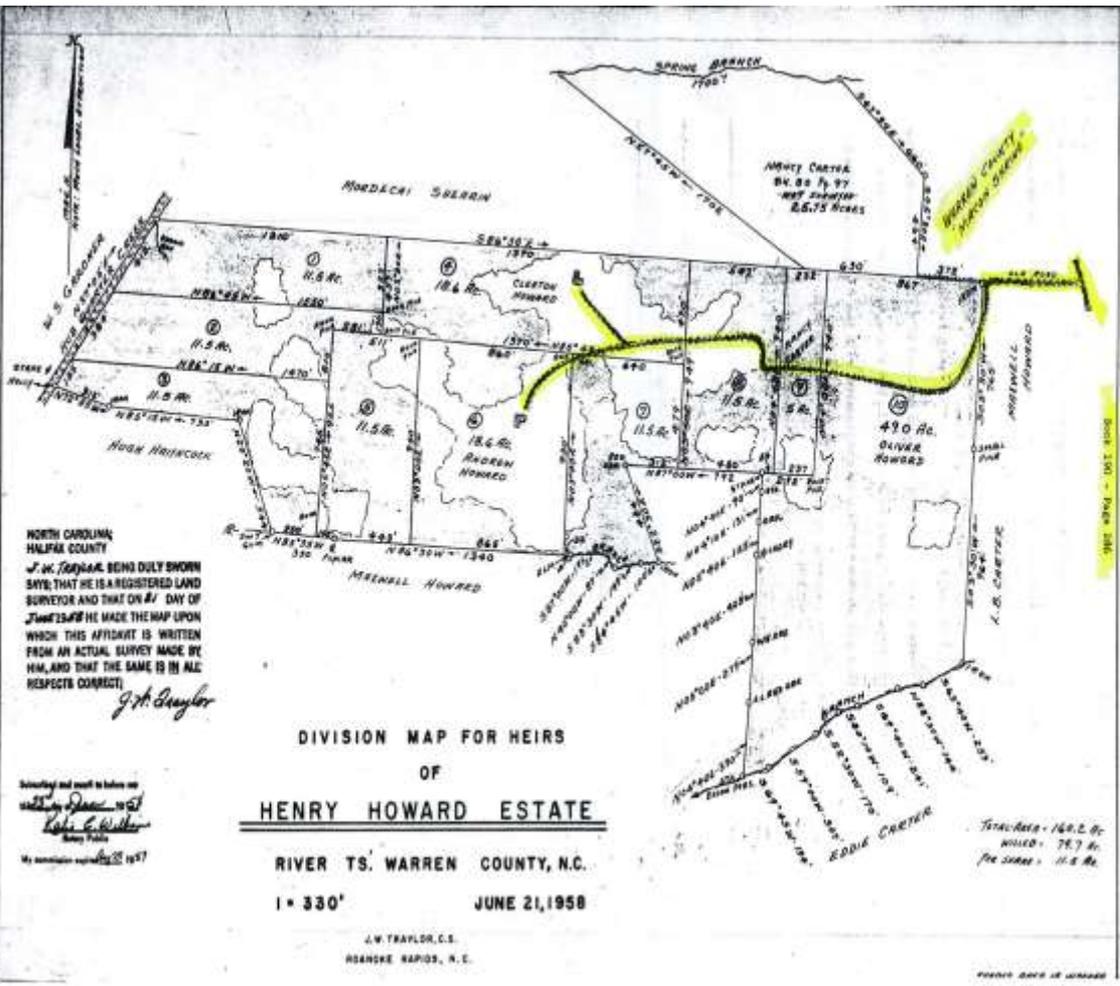
I, Marvin G. Howard, come before you to respectfully request an easement for a road purpose in the Buckspring area. In order to comply with the county code, I have maps to explain this matter.

I am making this request for the following:

- The T.K. Howard estate
- The Cleaton Howard estate
- The Artelia Howard Carter estate
- The J. D. Wilson land
- The Alice T. Howard land and home
- The Marvin G. Howard and Mary J. Howard land
- The P. H. Forest Investments, LLC land

Thank you for your cooperation and consideration in this matter.





NORTH CAROLINA
 HALIFAX COUNTY
 J. W. TRAYLOR, BEING DULY SWORN
 SAYS THAT HE IS A REGISTERED LAND
 SURVEYOR AND THAT ON 21ST DAY OF
 JUNE 1958 HE MADE THE MAP UPON
 WHICH THIS AFFIDAVIT IS WRITTEN
 FROM AN ACTUAL SURVEY MADE BY
 HIM, AND THAT THE SAME IS IN ALL
 RESPECTS CORRECT.
J. W. Traylor

DIVISION MAP FOR HEIRS
 OF
HENRY HOWARD ESTATE

RIVER TS. WARREN COUNTY, N.C.
 1" = 330'
 JUNE 21, 1958

J.W. TRAYLOR, C.S.
 RALEIGH, N.C.

Total Area - 160.2 Ac.
 Milled - 78.7 Ac.
 For Sale - 11.8 Ac.

Prepared under the direction of

Subscribed and sworn to before me
 on 21st day of June 1958
John E. Walker
 County Clerk
 My commission expires 12th 1957

February, 17, 2016
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Item # 3

**Warren County Public Schools
Facility Needs Survey**

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**Dr. Ray V. Spain
Superintendent**

WARREN COUNTY PUBLIC SCHOOLS



2015-16 DPI Facility Needs Survey

Capacity Summary 0 to 5 Years

Warren County Schools Capacity Summary & Plan (0 to 5 years)

UNIT: 930	ADM 2014/15	Current Capacity					Mobile	Teach Station	Needs	Planned Capacity (future)				
		Pre-K	K-5	Middle	High	K-12				Pre-K	K-5	Middle	High	K-12
930 330 Mariam Boyd Elementar	343	36	404	0	0	404	0	0	Addition/Renovation	54	404	0	0	404
930 340 Northside K-8	341	40	376	0	0	376	2	7	Addition/Renovation	42	400	150	0	550
930 344 South Warren Element	180	36	197	0	0	197	0	0	Renovations	42	210	0	0	210
930 348 Vaughan Elementary	224	18	302	0	0	302	0	0	Addition/Renovation	42	350	0	0	350
930 352 Warren County High	403	0	0	0	820	820	0	0	Renovations	0	0	0	820	820
930 354 Warren County Middle	466	0	0	812	0	812	0	0	Renovations	0	0	812	0	812
930 360 Warren Early College H	123	0	0	0	144	144	1	5	New School (Replace)	0	0	0	144	144
930 700 Warren New Tech High	188	0	0	0	216	216	2	5	Addition	0	0	0	325	325
Totals:	2,268	130	1,279	812	1,180	3,271	5	17		180	1,364	962	1,289	3,615

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Current Capacity:	1,279	812	1,180	3,271
ADM 2014/15:	1,048	506	714	2,268
Difference:	231	306	466	1,003

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Total Capacity:	1,364	962	1,289	3,615
Proj Enrollment 2020/21:	1,116	536	663	2,315
Difference:	248	426	626	1,300



Warren County Schools Cost Summary (0 to 5 years)

Unit: 930		Priority	New School	Additions	Renovations	Furn/Eqpt	Land	Total
330	Mariam Boyd Elementary	1	0	3,280,928	1,159,722	275,364	0	\$4,716,014
340	Northside K-8	2	0	5,066,970	249,138	425,264	0	\$5,741,372
344	South Warren Elementary	2	0	703,987	417,058	59,085	0	\$1,180,130
348	Vaughan Elementary	2	0	2,059,814	447,514	172,877	0	\$2,680,205
352	Warren County High	2	0	673,568	51,870	56,532	0	\$781,970
354	Warren County Middle	1	0	0	527,178	0	0	\$527,178
360	Warren Early College Hig	2	2,550,176	0	0	339,242	0	\$2,889,418
700	Warren New Tech High	1	0	4,399,920	0	369,279	0	\$4,769,199
Totals:			2,550,176	16,185,187	2,852,480	1,697,643	0	\$23,285,486



Administrative Unit: Warren County Schools (Unit 930)

I. Certification of Board of Education

The Warren County Schools Board of Education hereby submits its Facility Needs Survey dated 01082016 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

_____, Chairman _____ Date
_____, Secretary, Ex-officio _____ Date

2. Certification of Board of County Commissioners

The Warren County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

_____, Chairman _____ Date
_____, County Manager or Clerk _____ Date

State projects enrollment increase for school system

By Luci Weldon | Posted: Friday, January 22, 2016 6:00 am

The N.C. Department of Public Instruction projects that enrollment in the Warren County school system will increase by nearly 50 students by the 2020-21 school year.

Discussion about the projected increase came as the Warren County Board of Education unanimously approved a facility needs survey during its Jan. 12 regular monthly meeting.

The state requires public school systems across North Carolina to complete such surveys every five years to specify what is needed to achieve an ideal learning environment. Superintendent of Schools Dr. Ray Spain said that one use for the data is in preparation for statewide bond referendums focusing on educational needs, but that it had been more than 10 years since the last education referendum.

According to the report summary, the local school system's total current enrollment is 2,268 and the state projects enrollment to grow to 2,315 in 2020-21.

Spain told the board that enrollment has leveled off in recent years, fulfilling a consultant's prediction about six or seven years ago when Warren County Schools prepared a school system facility study.

The report lists current enrollment as 1,048 in kindergarten through fifth grade, 506 in middle school grades and 714 in high school. In 2020-21, enrollment is projected to be 1,116 in kindergarten through fifth grade, 536 in the middle school grades, and 663 in high school.

The report also compares current school capacity to projected capacity in 2020-21. Currently, schools in the Warren County district can house up to 1,279 students in kindergarten through fifth grade, 812 in middle school and 1,180 in high school. The report estimates that school capacity in 2020-21 to be 1,364 in kindergarten through fifth grade, 962 in middle school and 1,289 in high school.

Ensuring that schools have adequate instructional space has been a focus of consideration for Warren County Schools over the past few years, and, in 2014, the school system finalized a list of construction and renovation needs to be addressed over the course of 10 years. At that time, Spain said that because local elementary schools were constructed as early as the 1950s, they may not have enough space devoted to kindergarten through third-grade classrooms.

Other needs discussed at that time were completion of Warren New Tech High School by adding a wing for five classrooms, a wellness room, technology room and multipurpose or cafeteria room,

The facility needs survey includes renovations, additions and new facilities for local schools over the next five years totaling slightly more than \$23 million, based upon state square footage cost estimates. Total estimated costs per school range from a low of \$527,178 at Warren County Middle School to \$5.7 million at Northside K-8 School. However, Spain cautioned that these figures are likely inflated, and actual expenses should be much less when projects are let out to bid.

On Thursday, the superintendent said that the school system's most immediate plans involve completing Warren New Tech High School, and that an architect is currently working on plans for the school building's second wing.

The state estimate for the total cost of work at Warren New Tech is \$4.7 million. However, the school's existing wing, which opened in 2011, was completed at a cost of \$2.26 million.

Spain also noted that, depending on Vance-Granville Community College space needs, a second modular building may be needed for Warren Early College High School, which is housed on Vance-Granville's Warren County campus in Warrenton.

At the board meeting, he reported that the state does not consider modular units as the best classroom buildings. Therefore, the facility survey indicates that Warren Early College needs a new school building at an estimated cost of \$2.8 million.

"We are not building a new school," Spain said. "We will use a second modular building."

On Thursday, he added that there are no definite plans for renovations and additions at other Warren County schools at this time.

The approved facility needs survey must be presented to the Warren County Board of Commissioners and to the N.C. Department of Public Instruction.

To view the survey

Go to the school system website at warrenk12nc.org. Under board of education, go to electronic school board agenda and click on the Jan. 12 date on the calendar at the right. On the agenda, click on facility needs assessment under action items.

February, 17, 2016
Work Session Agenda

Item # 4

**Update on
Warren County Personnel Manual**

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**Lisa Alston
Human Resources Manager**

February, 17, 2016
Work Session Agenda

Item # 5

Report of Board/Committee/Commission
Maintenance Meetings

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Angelena Kearney-Dunlap
Clerk to the Board

Sample
quarterly
ad which
runs
in both
local
papers.

Warren County Notification of Board Member Opening

The following Warren County Boards have vacancies (or will have vacancies) to be filled from the general public:

Adult Care Home Community Advisory Committee
Board of Equalization and Review
Citizens Advisory (Districts IV & V)
Five County Community Operations Center Oversight Board
Health Board
Historic Preservation Commission
Home Health Advisory Board
Jury Commission
Juvenile Crime Prevention Council
Kerr Tar Rural Transportation Coordination Committee
Nursing Home Advisory Council
Planning Board
Recreation Commission
Region K Workforce Division Board
Senior Center Advisory Council
Work 1st Planning Committee
Zoning Board of Adjustment

Appointees must be legal residents of Warren County, NC. Individuals interested in consideration for appointment should request a “Statement of Interest to Serve” from the Warren County Manager’s Office, the board/committee of interest or by visiting the county website at: <http://www.warrencountync.com/onLineForms.aspx>.

For questions call (252)257-3115.

Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners



WARREN COUNTY'S POLICY FOR BOARD & COMMITTEE APPOINTMENTS AND/OR REAPPOINTMENTS

Unless forbidden by statute or case law, this Policy will govern the appointment and/or reappointment of members to serve on the various boards and commissions appointed by the Warren County Board of Commissioners:

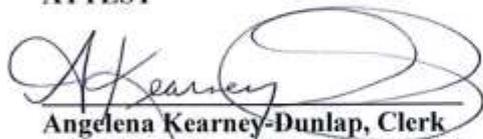
1. Unless otherwise required by statute or case law, the provisions of this Policy will take precedence over all other policies, procedures and/or legal documents (including the various boards' and commissions' approved Bylaws) in determining the manner in which the Board of Commissioners may make appointments and/or reappointments of individuals to serve on the various boards and commissions in Warren County.
2. All board and commission vacancies that are to be filled by the Board of Commissioners will be advertised quarterly by the Clerk to the Board in both local newspapers having general circulation in Warren County, and; such advertisement shall instruct interested citizens to direct their Statement of Interest and any questions to the Clerk to the Board.
3. Statements of Interest received by the Clerk shall be forwarded to the chair of the specific board or commission on which the citizen desires to serve as well as to Board of Commissioners. The Statement of Interest of any citizen that is not chosen to serve shall remain active for a period of six (6) months from the date it is received by the Clerk to the Board.
4. Upon receiving any Statement of Interest by the specific board or commission chair, that chair shall be responsible to present the Statement of Interest to the entire board/commission for its consideration to fill the vacancy thereon, and; a minimum of ten (10) days prior to the next Board of Commissioners' regular meeting, the board/commission shall submit its recommendation for appointment to the Board of Commissioners for its consideration.
5. Except in the case of paragraph 6(b) below, Appointees may serve only three (3) consecutive terms after which they must be removed from the board or commission. Individuals may be considered for additional terms of service on a board/commission after remaining off the board/commission for one (1) year.
6. Whether the Board of Commissioners receives a recommendation for appointment from a specific board/commission or not, the Board of Commissioners shall have the following options to address any vacancy of a board or commission that is not addressed by statute or case law:

- a. If the board member currently holding a seat on a board or commission is eligible for reappointment and is desirous of continuing to serve, he or she may be reappointed by the Board of Commissioners to serve an additional term.
 - b. If the board member currently holding a seat on a board or commission is ineligible for reappointment, having served the maximum number of terms allowed by this Policy, the Board of Commissioners and/or its representatives will make every effort to identify a willing person or persons to be considered for appointment. If permissible, until such time as a suitable replacement is found, the sitting Board member may remain on the board or commission if he or she is desirous of continuing to serve.
 - c. If a board or commission vacancy is designated for a specific representative from the community, i.e. a licensed Physician, Pharmacist, Veterinarian, Optometrist, professional Engineer, etc., and no such individual is available for appointment, the Clerk to the Board will consult with the County Attorney to determine if, by statute and the specific board/commission's Bylaws, a general public representative may be appointed to fill the vacancy.
 - d. If appointment of a general public representative in lieu of a specific representative is permissible, the Board of Commissioners may appoint such an individual to fill the vacancy. If, by statute or the governing board/commission's Bylaws, it is impermissible to appoint a general public representative to fill a specific representative vacancy, the vacancy will continue on the board or commission until such time as the specific representative is found.
7. Individuals may serve on an unlimited number of boards or commissions at any given time, at the discretion of the Warren County Board of Commissioners.
 8. Any board/commission whose Bylaws are in dispute with this Policy shall move to amend its Bylaws to come into compliance with this Policy.

So adopted, this the 2nd day of November, 2015.

Warren County Board of Commissioners

ATTEST


Angelena Kearney-Dunlap, Clerk


Barry Richardson, Chairman



There were questions regarding holding dual appointments.

§ 128-1. No person shall hold more than one office; exception.

No person who shall hold any office or place of trust or profit under the United States, or any department thereof or under this State, or under any other state or government, shall hold or exercise any other office or place of trust or profit under the authority of this State, or be eligible to a seat in either house of the General Assembly except as provided in G.S. 128-1.1, or by other General Statute. (Const., art. 14, s. 7; Rev., s. 2364; C.S., s. 3200; 1967, c. 24, s. 24; 1969, c. 1070; 1971, c. 697, s. 1; 1983, c. 609, s. 9.)

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Inspectors of the Division of Marine Fisheries of the Department of Environment and Natural Resources may also assume law enforcement powers granted to the National Marine Fisheries Service as set forth in G.S. 113-224(b).

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections.

(1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b).)

ARTICLE VI

SUFFRAGE AND ELIGIBILITY TO OFFICE

Sec. 9. Dual office holding.

(1) Prohibitions. It is salutary that the responsibilities of self-government be widely shared among the citizens of the State and that the potential abuse of authority inherent in the holding of multiple offices by an individual be avoided. Therefore, no person who holds any office or place of trust or profit under the United States or any department thereof, or under any other state or government, shall be eligible to hold any office in this State that is filled by election by the people. No person shall hold concurrently any two offices in this State that are filled by election of the people. No person shall hold concurrently any two or more appointive offices or places of trust or profit, or any combination of elective and appointive offices or places of trust or profit, except as the General Assembly shall provide by general law.

(2) Exceptions. The provisions of this Section shall not prohibit any officer of the military forces of the State or of the United States not on active duty for an extensive period of time, any notary public, or any delegate to a Convention of the People from holding concurrently another office or place of trust or profit under this State or the United States or any department thereof.

Boards & Commissions

ABC Commission

ABC Control Laws & Rules of NC Article 7. 18B-700 to 799

Adult Care Home Community Advisory Committee (No conflict)

NCG 131D-31, designated 1–industry nominee

Aging Advisory Council

(has not met with new contact person)

Board of Equalization & Review (E&R)

Has a question regarding residency requirements, one year terms

Buck Springs Development Project Committee

Child Fatality Board & Child Protection Team

(created by the Keeping Children & Families Safe Act of 2003, Public Law 108-36, 105-89 & GS7B-1400) Membership is designated by position, 5 At-large appointed by BOC

Citizens Advisory Council

Designated per commissioner district, serves term of Commissioner representing.

Community Development Block Grant Scattered Sites (inactive)

E-911 Commission (under Sheriff's authority)

Economic Development Commission (EDC)

NC GS 158-8-15, Bylaws amended 2015, HB 344, must be resident or own business in county, can serve two consecutive three year terms

EMS Peer Review & Education Committee

Created by resolution 1-4-2010, all members are designated, physician term of 2 years, others are job specific, therefore no term limits

Fire Commission

Created by resolution 4-6-87; members: 1-commissioner (2 yr term), 3-active firemen (3 yr terms), 1-At-Large (1 yr term)

Boards & Commissions Cont'd

Five County Community Operations Center Oversight Board

Members: 1-commissioner, 2-community members

Franklin Vance Warren Opportunity, Inc.

Health Board

NCGS 130A 24, 34-35, 39-41; 7-designed, 3-At-Large

Historic Preservation Commission

Home & Community Care Block Grant Advisory Board

NC GS 143B-181.1, meet as needed

Home Health Advisory Board

Members designated: 4-medical, 1-county agency, 3-At-Large;
2 consecutive 3 yr terms

Industrial Facilities & Pollution Control Financing Authority (Inactive)

Created by GS 159C-4; Members serve a 6 year term

Jury Commission

General Statute, 2 year terms

Juvenile Crime Prevention Council (JCPC)

2 yr terms, members designated with some at-large

*Asked questions regarding BOC expectations of committee, etc.

KARTS - Kerr Area Transportation Authority

Resolution created Authority in five counties; designated members:

1-Commissioner, 1-DSS (two year terms)

Kerr Tar Rural Transportation Coordinating Committee

Lake Gaston Stakeholders Board (no information)

Lake Gaston Weed Control Council

developed 1980-85 by 5 NC & VA counties collaborating w/power companies, each county determines who serves (prefers someone with decision making authority), no formal guidelines or bylaws.

Boards & Commissions Cont'd

Local Emergency Planning Committee (LEPC)

Section 301 of EPCRA, Members: 13 designated positions and at least 1 At-Large

Memorial Library, Warren County (no conflict)

Noise Control Ordinance Review Committee (meet as needed)

Nursing Home Advisory Council (no conflict)

NCGS 131D-28 designated 1–industry nominee

Planning Board

GS 153A-321, meets as needed, are alternates subject to 3 consecutive terms

Recreation Commission (no conflict)

1 designated from Soul City

Region K Workforce Development Board

(has not met with contact person)

Senior Center Advisory Council (inactive)

Council created 1-4-2010, 60% should be 60yrs or older;

Designated members: 2-DSS, 1-Recreation, 1-Health Dept, 3-Center participants,

1-Senior Tar Heel Leg, 1-Coop Ext, 3-At-Large

(Appointed to 3 year terms)

Social Services Board of Directors

GS 108A, 2 consecutive 3 yr terms, 2-appointed by BOC; 2-State; 1-DSS
Paragraph 6 of policy does not apply

Voluntary Agricultural Districting Advisory Brd

NCGS 105-735 to 106-744 & Chapter 153A; members designated: 1-soil/water employee,
5-landowners engaged in agriculture representing soil/water districts, 5-alternates

Warren County DOT Planning Committee

(has not met with contact person)

Work 1st Planning Committee (no longer exists)

Zoning Board of Adjustment

Created by Warren County Zoning Ordinance Section IV-1 & NCGS,
members must live in a zoned area of the county, meets as needed, terms for alternates

February, 17, 2016
Work Session Agenda

Item # 6

Update:
Workers Compensation Training

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Angelena Kearney-Dunlap
Clerk to the Board

Workers Comp Procedures

1. **Incident with no injury** – written report to your supervisor for the record (within 5 days) and copy to Safety Officer at Emergency Services # **257-1191**.
2. **Accident resulting in death** – report to supervisor and County Manager’s office personnel **IMMEDIATELY**.
3. **Accident with injury** – report immediately to supervisor (24 hrs max). Employee should have a “Workers Comp Fraud in NC Memo” on file. Letter of co-insurance waiver should be sent to medical provider with employee.
 - A. Supervisor completes **Form 19-“Employers Report of Employees Injury or Occupational Disease to the Industrial Commission”** and **“Supervisor’s Accident Investigation” #**; forward both forms to the County Manager’s Office with a copy to Emergency Services.
 - B. Employee signs **“Authorization” #** form and submits to supervisor and/or County Manager’s office, allowing Workers Comp carrier to follow-up on medical treatment and invoicing.

Authorized medical providers:

Non emergency incidents-Beckford Warren Medical Center (take Return To Work Coordinator letter of introduction if possible).

Emergency room: Maria Parham Medical Center or Community Memorial Health Center, Southhill, VA.

Outside the Warren County area: the closest medical facility and/or emergency room

- C. Employer provides “**Physician’s Report / Pharmacy Guide**” # to employee in order for prescription medications to be billed to 3rd party carrier. Employee forwards all medical notes, invoices or receipt of payment to the County Manager’s Office.
- D. Supervisor completes **Form 22- “Statement of Days Worked and Earnings of Injured Employee” #** for past 12 month period and forwards to County Manager’s Office. Form should be signed by the individual completing it. (Monthly salary totals should be included on last column.)
- E. Employee completes **Form 25T-“Itemized Statement of Charges for Travel” #** if medical visits are more than 20 miles round trip, submit to County Manager’s office.
- F. Supervisor completes “**Supervisor’s Accident Investigation**” form, forward original to Emergency Services and provide a copy to the County Manager’s Office to go with claim.
- G. Employee completes “**Employee’s Report of Injury**” form, forward original to Emergency Services and provide a copy to the County Manager’s Office to go with claim.
- H. If there is a witness to the incident, they should complete “**Accident Witness Statement**” form, forward original to Emergency Services and provide a copy to the County Manager’s Office to go with claim.
- I. If employee is absent from work related to the incident, they are encouraged to work toward “light duty” Return to Work (RTW) in accordance with adopted **Warren County RTW Policy**.
Medical provider **must** provide approval and rate employee’s ability before light duty work commences.
- J. The ultimate goal is to return employee to a safe work environment at 100% ability.

Employer provides a copy of **FORM 18–“Notice of Accident to Employer and Claim of Employee” #**, to employee. (This form is filed by employee only if employer **refuses** to report claim.)

Contact the Warren County Manager’s office (252) 257-3115 angelenakdunlap@warrencountync.gov if you have further questions regarding Workers Compensation or the Return to Work Policy.

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Work Session Agenda

Item # 7

Adjourn Work Session