



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>EAIP Funds</b>	<b>DOC Policy: 20.6.17</b>
<b>Effective:</b>	<b>8/8/08</b>	<b>Supercedes: N/A</b>
<b>Applicability: All employees, contractors and volunteers</b>		
<b>Directives Cross-Reference: None</b>		
<b>Attachments: EAIP Safety Fund Purchase Request (CD 1485)</b>		

**I. PURPOSE**

To provide guidance on how DOC functional units obtain and use EAIP generated funds.

**II. DEFINITIONS**

- A. EAIP – Employee at Injury Program: A program administered by SAIF Corporation that provides financial incentives for employers to bring workers with work related injuries or illnesses back to work in a modified work position.
- B. Modified Work Position: A position designed to give an employee meaningful work while continuing to heal from an injury or illness. These are not permanent assignments or duties, but transitional work or modified duty assignments designed to meet temporary restrictions placed on the injured employee by the treating physician.
- C. AFAMIS: Automated Financial Accounting Manufacturing Inventory System.

**III. POLICY**

- A. Institutional Safety Managers will:
  - 1. Track which employees in modified work positions are eligible for EAIP fund reimbursement.
  - 2. When employee has completed modified work, submit an EAIP Wage Subsidy Request Form with required attachments to SAIF.
  - 3. The DOC Safety and Risk Administrator will be listed as the employer.
- B. DOC Safety and Risk Administrator will:
  - 1. Establish and maintain the DOC Workers Benefit Fund. This fund, in accordance with ORS 656.622 (11), shall be outside the biennial expenditure limitation imposed by the Legislative Assembly and shall be available for expenditure by the agency as a continuous appropriation.
  - 2. Forward EAIP fund checks to DOC accounts receivable for deposit into the DOC Workers Benefit fund.

3. Track the amount of money received. A portion of every check received, 30%, will be set aside for DOC use. The remaining 70% will be set aside for the use by the individual institutions. The 30% will be divided as follows: 10% for Wellness programs, 10% for Administration and 10% for safety managers training and safety managers meetings.
4. Approve all requests by institutions to use funds from the DOC Workers Benefit Fund. Institutions can only use those funds set aside for their use, unless approval by DOC Safety & Risk Administrator.
5. Track the amount of funds used by each institution.
6. Provide each Safety Manager a monthly listing of funds received and spent with available balance.
7. Annual audits will occur to ensure funds were maximized to their fullest extent.

C. Authorized Uses of Funds

1. The 30% of funds retained by the DOC Risk and Safety Administrator will be used to:
  - a. Fund Safety Manager meeting expenses.
  - b. Other safety related training and meetings.
  - c. Support institutions with no EAIP funds available.
  - d. Support institutions with Wellness funds for individual Wellness Initiatives for facilities.
2. Institutions can use their funds to:
  - a. Purchase equipment for the Safety Office's use. This includes monitoring equipment, computers, etc.
  - b. Purchase safety related equipment, i.e. personal protective equipment, for various departments throughout the institution. This equipment must be of a type that is not considered single use or disposable. Items such as disposable ear plugs or latex gloves are supply items and should be ordered through the individual unit's operational budget.
  - c. Projects directly related to correcting hazards that have resulted in injuries can also be funded at the discretion of the DOC Safety and Risk Administrator.
  - d. Supply type items will not normally be authorized for purchase. Since the amount and availability of these funds can not be predicted, routine purchase as supplies run out can not be guaranteed. Funds can be used for initial purchase but subsequent purchases will be from departmental operational funds.

D. Fund Use Process

1. All requests will be made using the EAIP Safety Fund Purchase Request form, (CD 1485) using the cost center for EAIP.

2. Requests will be filled out by the Institutions Safety Manager.
3. The Safety Manager will submit the form to the DOC Safety and Risk Administrator as well as the completed AFAMIS Requisition Order with OR number for approval.
4. The DOC Safety and Risk Administrator will review the request.
  - a. If denied, the DOC Risk and Safety Administrator will return it to the Institution Safety Manager with explanation for the disapproval.
  - b. If approved, the DOC Safety and Risk Administrator will update the records of funds available to the requesting institution.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Mitch Morrow, Deputy Director

