

**CITY OF MISSOULA**  
**HUMAN RESOURCES DEPARTMENT**

---

435 Ryman Street	Missoula, Montana	59802-4297
Telephone: (406) 552-6130	FAX: (406) 327-2151	

---

Date: July 1, 2023

To: Injured Worker

From: Mike Brady, Risk Manager

Subject: **Workers' Compensation Injury Reporting**

\*\*\*\*\*

If you suffer a work-related injury or occupational disease, please read this information sheet thoroughly.

- The City uses the Montana Municipal Interlocal Authority to handle all work-related injury claims. The address is: MMIA, P.O. Box 669, Helena, MT 59604-6669, and the toll-free telephone number is 1-800-635-3089.
- Report injury to immediate supervisor within 24 hours of the injury. Complete the "Employer's First Report of Injury" form which is attached [here](#). The report needs to be filled out within thirty (30) days of the injury date.
- For all circumstances an employee who is off work due to a work-related injury or illness must have a note from a licensed medical care provider taking the employee off work before the injury can be considered compensable under the Workers' Compensation Act, M.C.A. 39-71-701(2). The employee is responsible to remain in close contact with his/her supervisor and furnish current physician reports on his/her physical condition.
- Wage reimbursement from MMIA for compensable injuries is 66 2/3% of current wages at the time of injury, not to exceed \$1034/week. **MMIA will issue a check to the injured worker for up to the maximum allowable benefit of \$1034.00/week.**
- **Police Officers and Firefighters will receive the difference between what workers' compensation pays and the officer's or firefighters' full salary until the disability ceases or for period not to exceed one year, whichever occurs first, M.C.A. 7-33-4133 & 7-32-4133. The City will only pay the injured worker the City's portion of the payment and MMIA will issue a check to the injured worker for up to the maximum allowable benefit of \$1034/week or \$2068.00 bi-weekly.**
- When an employee is released to return to work after a work-related injury the employee will need a note from a licensed medical care provider releasing the employee to work. Whenever possible temporary light duty will be made available to the employee, if authorized by the treating physician.
- If an employee's physician does not release the employee to return to his/her former position within a reasonable recuperation period, the City may terminate the employee, Human Resources Policy Manual Section 314.00. When an injured worker is capable of returning to work within 2 years from the injury date and has received a medical release to return to work, the worker will be given a preference over other applicants, M.C.A 39-71-317.
- If you have any questions or your health care provider requires additional information, please contact the Human Resources Department at (406) 552-6130.