

WORKERS COMPENSATION PROCEDURES

Who qualifies for Workers Comp?

Any UVSC employee, including student employees or volunteers. Unpaid interns placed by academic departments, on and off campus.

What do I do if an employee has an accident?

The first priority is to get medical help for the employee. The employee should report the injury to you, no matter how slight. If medical attention is needed, the supervisor should take the injured employee to one of the following facilities:

- **IHC WORK MED CLINIC**, 331 North 400 West, Orem (next to Orem Community Hospital), 714-3001, hours - 8am-5pm, M-F.
- **For critical care or after-hours service:** IHC hospital emergency room

FOR CRITICAL EMERGENCY CARE CALL 5555 FOR CAMPUS POLICE WHO WILL DISPATCH 911 PERSONNEL.

- **Student Health Services** can be used for minor injuries.

(You don't need a form to get medical care. Just tell the facility that you are an employee of Utah Valley State College and to bill Workers Compensation Fund of Utah.)

When an employee needs medical attention, the best way to manage this is for the supervisor or a coworker to accompany the employee to the clinic. A light duties job description should be taken and provided to the attending physician for consideration if work restrictions are needed. If the light duties comply with work restrictions provided by the physician the employee must return to work. Time off taken by an employee that has been offered light duties, that comply with physician work restrictions, will be deducted from the employee's leave balances and will not be compensated by the College's workers compensation carrier.

What do I do then?

Fill out the "Worker's Compensation Employer's First Report of Injury or Illness" form available in Human Resource Services. At the bottom of the form, the line titled "Preparer's Name and Title" requires the supervisor's name and signature. This form should be submitted to Human Resource Services within 24 hours of the accident (when possible). Human Resource Services will submit the First Report of Injury to Workers Compensation Fund, the College's workers compensation insurance provider, electronically. E-mailed copies of this form will be sent to the supervisor and the injured employee within 7 days of its receipt in Human Resource Services. Supervisors of employees that do not have e-mail will be responsible to provide a copy of this report to the injured employee.

What if the injury requires my employee to lose time from work?

For hourly employees: The supervisor should do all they can to provide light duty work that complies with restrictions given by the physician in an effort to avoid time off. If there is no

alternative to lost time, 2/3 pay for lost time will be handled by Workers Compensation Fund, if the employee misses more than 3 days of work.

For salaried employees: The supervisor should do all they can to provide light duty work that complies with restrictions given by the physician in an effort to avoid time off. If there is no alternative to lost time, send Corey Callahan (callahco@uvsc.edu) an e-mail documenting time off due to the employee's work related injury. If the injury requires the employee to miss more than 3 days, Workers Compensation Fund will pay 2/3 of the employees salary. An injured employee will continue to receive his/her regular salary from the College until Workers Compensation Fund checks are received by Human Resource Services. The amount of each Workers Compensation check will be deducted from the employee's paycheck following its receipt. Human Resource Services will mail each Workers Compensation check to the employee's home. Time off not covered by workers compensation pay will be deducted from the employee's leave balances. If the employee is out of leave, the employee will not receive compensation for time off not covered by workers compensation pay.

The department should do as much as they can to transition an employee that is off work due to a workers compensation injury back to work in the shortest time frame possible. The department should make frequent contacts with the injured employee (by phone or personal visits) to help determine readiness for transitional/light duties or full return to work. A light duty job description should be sent with the employee to all follow up visits to the attending physician. Restrictions provided by the physician should be reviewed by the supervisor for fit to transitional/light duties. Getting employees back to work as soon as possible after a workers compensation injury can benefit both the employee and the College.

Returning to work benefits for the employee include:

- The routine of going to work everyday is a habit. Not going to work can become a habit;
- When injured employees focus on being productive, the recovery process is expedited;
- Avoid the Hassle of receiving workers compensation checks and associated docks in pay received from the College;
- Normal activities can be resumed sooner with less uncertainty;
- Job skills will be maintained;
- Self-worth will be maintained and the stress associated with injury is reduced;
- The healing process will accelerate;
- Morale improves.

Returning to work benefits for the College include:

- Save on cost related to covering vacated positions;
- Reduce the administrative tasks related to prolonged claims;
- The chance of fraudulent claims is reduced and often avoided;
- Experienced employees continue to work so turnover is reduced;
- The chance of litigation is reduced;
- Employee relations are improved;
- The total incurred claim cost will be lower;
- Medical only claims are discounted 70% when the College's Experience Modification Factor is calculated;

- Cost of workers' compensation insurance is kept as low as possible by minimizing accident cost.

* Return to work information, Injury Management, Workers compensation Fund, LP-1067-0904.