WORKERS' COMPENSATION GUIDE

INJURY / INCIDENT REPORT

Workers’ compensation insurance provides employees with appropriate medical care and a portion of lost wages following a work-related injury, illness or disease. An employee who is injured on the job or suffers an occupational illness must submit an online report within 4 days at http://www.ehs.colostate.edu/WWorkComp/OnlineInjury.aspx using their CSU ID Number. Failure to do so can result in the loss of one day's benefits for each day's failure to report. Supervisors must initiate the report if the injured employee does not. If online access is not possible, a hardcopy form is available.

If the report is not submitted within 4 days following the date of injury or disease diagnosis, an explanation of reasons for late reporting must accompany the report. Failure to submit a report within 4 days can result in loss of benefit to the employee and CEMML is subject to fines up to $500 a day for each day that the report is late.

MEDICAL TREATMENT

In cases of job-related injury/illness, on-campus employees are required to obtain needed medical care either from Occupational Health Services through Poudre Valley Hospital, Concentra Medical Center, General Care Medical Clinic or WORKWELL Occupational Medicine. In the case of an emergency, go to the nearest hospital or emergency room. Follow-up care and any referrals for care must be made through one of CSU’s designated providers. A list of the providers and locations can be found at http://www.ehs.colostate.edu/WWorkComp/Home.aspx. Off-campus employees must use a reputable doctor of their choice. Medical fees charged by an unauthorized provider may not be paid by the workers’ compensation insurance carrier. Provide medical offices and pharmacies with the CSU Office of Risk Management phone number (970) 491-6745. The employee is required to supply the supervisor and CEMML Human Resources with medical documentation from each visit. We ask that these be provided to us within 24 hours of a visit or prior to next work shift, whichever is first.

TIME RECORD

It is necessary for all employees to complete and return the ‘Time Report During Workers’ Comp Injury’ form weekly to CEMML Human Resources until released to full duty after a work-related injury. The form is on the CEMML website under the ‘Forms’ tab at http://www.cemml.colostate.edu/employees/assets/pdf/WC%20Time%20Report.pdf. All hours during the work schedule must be accounted for, both missed and worked. Missed hours for temporary hourly employees will be recorded on this form but not on the bi-weekly hourly payroll timesheet. Completion of the usual end of pay period hourly payroll timesheets and salary leave reports are still required. Compensation payments made to employees for lost wages begin after missing a specified number of days, depending on the state law where the employee works. State Classified and Admin Pro employees will use their personal leave for the lesser of either the first 3 missed work shifts or 24 hours. The treating doctor determines the need to be off work for any period of time. Time missed without a medical note will be counted as personal leave. Hourly employees should contact the Travelers insurance claims adjustor at 1-800-238-6225 or on-line at http://www.mywcinfo.com/ to obtain compensation information for their particular state.
EMPLOYEE/SUPERVISOR GUIDE FOR TEMPORARY MODIFIED WORK

• Unless you are taken off work by your current workers’ compensation physician, you are expected to report to work. After reviewing your work status report, you may continue to implement tasks within your usual position or be placed in the Temporary Modified Duty (TMD) program to do alternative duties. CSU has temporary modified duty for employees returning from a work-related injury. The program goal is to provide for temporary tasks while an employee has restrictions and pursue a safe return to regular duty. Temporary tasks are transitional in nature and are not to be interpreted as a change in position. You will be expected to return to the position you were hired to without restrictions.

• Supervisors must contact CEMML Human Resources when an employee has physical restrictions per physician.

• If you are released to return to work and chose not to participate in the TMD program, you may not be eligible for lost time benefits from CSU or the workers’ compensation insurance carrier.

• To prevent further injury, it is important that you work within the restrictions established by the designated medical provider. Failure to abide by these restrictions may result in disciplinary action.

• If you don’t report to work due to your injury or leave due to discomfort, you will need a note from your designated worker’s compensation physician taking you off work. Without the primary physician taking you off work, missed time will be either sick/annual leave or leave without pay.

• If your appointment is during the work day, you are expected to report to work before and after medical appointments in order to be paid for the day and your appointment time. We encourage you to make appointments before or after your work shift, when possible.

• You are to provide your supervisor with a copy of the work status sheet within 24 hours of seeing the physician or prior to next work shift. If you do not provide an updated report or do not show to an appointment, you may be sent home on your own time until medical documentation is provided of your current status.

• While on the modified duty, you are expected to adhere to all CSU personnel rules and regulations.

• You need to maintain weekly contact with your supervisor and continue to pursue return to regular duty.

• During your recovery from a work-related injury, you are required to complete the ‘Time Report During Workers’ Comp Injury’ form (http://www.cemml.colostate.edu/employees/assets/pdf/WC%20Time%20Report.pdf) found on the CEMML website under the ‘Forms’ tab. Send to CEMML Human Resources no later than the following Monday at CEMML_Contact@mail.colostate.edu or fax to (970) 491-2713. An accurate account of time must be reported on your time record and medical documentation should be attached in order for it to be reported and paid as injury leave time. Do not submit missed hours for temporary hourly employees on the bi-weekly hourly payroll timesheet.

• Completion of the usual end of pay period hourly payroll timesheets and salary leave reports are required in addition to the ‘Time Report During Workers’ Comp Injury’ form.

CSU/CEMML wants you to continue working during your recovery. Our goal is to return you safely to full duty and prevent future injury.

______________________________________       ___________________________________       __________________
Employee Signature Printed Name  Date

Employee should keep a copy for continued review of policies during recovery. Send copy of signed document to CEMML HR at CEMML_Contact@mail.colostate.edu or fax to (970) 491-2713.