

Policy 705.15 – Workers’ Compensation

Date Adopted: 11/13/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: BOR 713.1, 713.2; Collective Bargaining Agreements

I. POLICY

The University of Montana Western administers workers’ compensation in accordance with applicable Montana State law, Board of Regents policies, and collective bargaining agreements.

II. PURPOSE

The purpose of this policy is to provide a safe and healthy work environment for all employees to foster a positive atmosphere for learning and the educational process.

III. PROCEDURE

It is the policy of the University to provide and promote a safe and healthy work environment for all employees to foster a positive atmosphere for learning and the educational process. Accidents will be viewed as lapses in our ability to accomplish this. Safety, health and wellness efforts will focus on prevention of accidents and illness. Each department, manager, supervisor, and individual employee will be held accountable for safety and health efforts as a part of their performance review.

UMW will provide Modified Duty or Early Return To Work (ERTW) opportunities for all employees with temporary physical restrictions identified by the treating physician. This policy reflects a commitment to assisting injured workers to return to work as soon as possible.

During the initial orientation period, each employee will be informed of the University’s emphasis on safety and the individual employee’s responsibility for safety. This will include information regarding workers’ compensation coverage, and accident reporting. Supervisors shall have the responsibility of requiring safe work practices for their employees.

Each faculty or staff member must report any accident or injury immediately to his/her supervisor and complete the "Employer's First Report of Injury" as appropriate. Unless precluded by emergency medical treatment, this should be accomplished prior to the end of the workday and sent to Human Resource Services. The University's copy of the injury report will be kept on file in the Human Resource Services Office.

A. Medical Intervention

Injured faculty or staff that require medical attention must notify their supervisor of such treatment as soon as possible, whether or not the injured faculty or staff has actually returned to normal duties. Such notification is to include the name of the medical provider.

Supervisors shall notify the Human Resource Services Office immediately upon their notification by the employee. HR will work with the supervisor to determine the work status of the injured person.

B. Supervisor Responsibilities

As soon as First Aid or additional medical treatment has been administered, the supervisor shall work with the Safety Officer and they shall thoroughly investigate the circumstances of the incident/accident. The investigation should address all factors bearing upon the incident and include input from any witnesses. Every attempt should be made to focus upon the root causes of the incident.

Special emphasis is needed in identifying corrective actions and determining responsible individuals to prevent recurrences.

C. Employee Benefits

An employee's time missed for workers compensation shall run concurrently with Family Medical Leave. An employee on approved workers compensation leave shall not be required to use accrued paid leave as long as the employee is receiving workers compensation lost wages benefits. An employee may choose to use paid leave in lieu of receiving workers compensation wage payments.

D. Employee's Return to Work

A Return/Release to Work Form is required from the treating physician before the employee will be allowed to return to work.

E. Employee Right to Privacy

Montana Western will take reasonable steps to ensure that individuals' health and identifying information is properly protected while allowing flow of information needed to provide and promote high quality health care and appropriate management of claim.

IV. AUTHORITY

BOR 713.1, 713.2; Collective Bargaining Agreements

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services, Campus Safety Officer, Supervisors