WORKERS’ COMPENSATION

PURPOSE: To provide all employees with the opportunity to obtain any benefits to which they are entitled, and to fulfill the University's responsibilities under New Hampshire's Workers' Compensation law.

POLICY: The University intends to meet all of its responsibilities under the State's Workers' Compensation Plan and will do everything possible to assure compliance with RSA 281. In that regard, the University shall purchase from an insurance carrier of their choice, and renew each year, workers’ compensation liability insurance coverage with the option of a managed care component. The plan may provide indemnity for any loss of wages and the payment of any medical expenses incurred as the result of a work-related illness or injury.

DATE APPROVED: July 7, 1999

REVISED: September 1, 2007

PRACTICES & PROCEDURES:

I. The University shall purchase a Workers’ Compensation Liability Insurance policy annually, and continue to maintain this coverage in force. Insurance carrier information will be available on the HR website.
   a. The insurance carrier has the responsibility to investigate each claim thoroughly and to determine within 21 days whether or not the claim is legitimately compensable.

II. Eligibility
   a. All full and part-time employees, regardless of employment status, and including all student employees on the University payroll, plus all staff volunteers, student volunteer firemen and EMT's shall be covered under this benefit for any illness or injury deemed to be connected with the performance of their job duties.

III. Reporting and procedural requirements
   a. Employee
      i. All work-related injuries must be reported to your supervisor and Human Resources immediately.
   b. Supervisor
      i. Supervisors shall be responsible for reporting all employee work-related injuries and/or illnesses to the Human Resources Office immediately upon knowledge of such an event.
      ii. Supervisors are responsible for directing employees immediately, if so doing does not compromise their health, to go to the Human Resources Department where a representative shall assist with completion of the necessary New Hampshire Labor Department forms; obtaining all of the necessary information required to satisfy the law.
iii. Supervisors shall be responsible for determining whether the employee should immediately receive first aid treatment on-site, and/or for providing immediate transportation to the hospital, if necessary. The Campus Safety Department shall be immediately notified if an ambulance is necessary for transporting the employee to an off-campus health care provider.

iv. If the employee receives immediate first aid treatment but is able to return to work, the supervisor shall then direct her/him directly to the Human Resources Department to complete the necessary reports.

v. If the employee does not return to work the supervisor shall be responsible for personally reporting the incident and providing the necessary information to Human Resources in order to complete the necessary Workers’ Compensation forms.

vi. The Manager or supervisor is also responsible to notify Campus Safety to complete any forms that may result from a work site injury.

c. Human Resources
   i. The Human Resources Department shall submit copies of the completed forms to the insurance carrier and to the New Hampshire Labor Department. In addition, the Human Resources Department shall record all the necessary data and complete all of the necessary forms required to satisfy Occupational Safety and Health Act (OSHA) requirements.

   d. Failure to meet the NH State Department of Labor (DOL) deadlines could result in fines up to $2,500.

IV. Compensation and reporting time away from work

   a. Upon satisfying the New Hampshire Labor Department’s waiting period requirements, eligible employees shall collect weekly benefits under the Workers’ Compensation Plan to compensate for any lost wages. The State of New Hampshire, and not the University, determines an employee’s eligibility to receive benefits.

   b. The University shall pay the employee for a full day in the event that the employee lost work time on the day the accident occurred. This time shall not be charged to either the employee’s sick or personal time.

   c. Any medical care needed after the day of injury should be scheduled outside of normal work hours if possible. If this is not possible, sick time may be used to cover the time away from work for the visit.

   d. Employees experiencing a workers’ compensation absence shall not be eligible for benefits under either the University’s short-term or long-term Disability insurance plans.

   e. Workers compensation and FMLA may run concurrently. Please refer to our FMLA policy.

V. It is the policy of the University to effectively manage workers compensation losses and invoke cost containment measures for workers' compensation claims while maintaining the dignity and working status of our employees. The State of New Hampshire regulations require that we develop temporary alternate work opportunities for injured employees (RSA 281-A:23-b). To meet this requirement, the University will employ strategies to manage the situation and return the injured employee to work as quickly and as safely as possible. The University will assist in the early evaluation of work
related injury/condition claims to determine early job placement, rehabilitation or retraining needs.