Policies for Professional Staff and Support and Service Staff not Covered by a Union

Injury on-the-Job
PA/SS 8.1
Revised July 1, 2006

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. How to report on-the-job injuries

1. Employees must report all on-the-job injuries to their supervisor immediately.
   Failure to report the injury the same day of occurrence may result in denial of a claim by Worker's Compensation.

2. Supervisors must report an injury on the Occupational Injury-Illness Report form within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time. The form can be obtained from Worker's Compensation.
   a. Except at Bloomington and IUPUI, supervisors are to send the form to the campus human resources office. The campus human resources office must submit all reports to Worker's Compensation in Bloomington.
   b. Supervisors on the Bloomington campus are to send the form directly to Worker's Compensation. If treatment is sought, the supervisor must also complete the Employer Authorization for Treatment form prior to or at the time treatment is sought.
   c. Supervisors on the IUPUI campus are to send the Employer Authorization for Treatment form to Occupational Health Services.

3. The university chooses the attending physician for treatment of on-the-job injuries.
   a. Except at Bloomington and IUPUI, staff should contact the campus human resources department regarding the procedure for medical treatment.
   b. Bloomington staff must go to the IU Health Occupational Health Services (West) located at 3443 West 3rd Street, Bloomington, IN 47404. If the center is closed or the injury is an emergency, staff should go to the IU Health Bloomington Hospital Emergency Room.
c. IUPUI staff must go to Occupational Health Services, Coleman Hall, for treatment of on-the-job injuries. If the health center is closed or if the injury is an emergency, staff should go to the University Hospital Emergency Room.

d. Contact Worker's Compensation for answers to questions concerning these procedures.

4. Before leaving the treatment location, employees must obtain and provide to their supervisor a physician’s statement regarding the employee’s return-to-work status.

B. For accidents involving exposure to human tissue, blood, or fluid

Bloomington campus

1. For accidents involving exposure to human tissue, blood, or fluid, staff must go to IU Health Occupational Health Services (West) within two hours of exposure.
   a. If the center is closed, staff must report to the IU Health Bloomington Hospital Emergency Room within two hours of exposure.
   b. If a sample of the source of contamination can be obtained, it should be taken to the center or hospital for testing.
   c. The employee's supervisor must complete the Employer Authorization for Treatment form and submit it online to the center.
   d. The supervisor must obtain a copy of the Occupational Injury-Illness Report form from Worker's Compensation, complete it and submit it to Worker's Compensation.

IUPUI campus

2. For accidents involving exposure to human tissue, blood or fluid, call 274-OUCH immediately. You will be provided information on what steps to follow.

3. Regardless of the medical treatment, an Occupational Injury/Illness Report must be completed and forwarded to Occupational Health Services.

All other campuses

4. Staff must contact the campus Human Resources office and the risk officer of Biosafety regarding procedures for accidents involving exposure to human tissue, blood or fluid.

C. Return to work

1. The following are three possible outcomes for an injured employee following initial treatment:
   a. The employee is released to return to work with no restrictions.
   b. The employee is released to work with temporary restrictions, sometimes referred to as "light duty." If the university can provide work for the employee, the employee is brought back to work within the restrictions; if the university cannot provide such work, the employee remains off from work.
   c. The employee is not released to return to work and remains off from work.

2. If the attending physician gives the employee work restrictions – and the university can provide work for the employee within the restrictions – then the employee is not entitled to receive temporary total disability benefits.
3. If an FMLA-eligible employee declines a modified position assignment offered under Worker’s Compensation, FMLA leave should start immediately. See the policy, “Family Medical Leave Act (FMLA) Rights,” for details on how to initiate this process.

D. Eyewear and Chiropractic services

1. Worker's Compensation will pay the cost of replacing or repairing eyeglasses or contact lenses damaged or broken as a result of an on-the-job injury or accident. If replacement is required, eyeglasses or lenses of an equivalent cost will be provided.

2. If the attending physician of an on-the-job injury case recommends chiropractic services, the university will pay for the recommended services. This policy applies to specific circumstances only. Contact Worker's Compensation for guidelines before seeking chiropractic care.

E. Supplemental payments

1. When nonunion-represented, full-time appointed employees incur injury or occupational disease while performing their duties, they receive a supplemental benefit in addition to those provided by state law provided they follow the procedures for reporting an injury.

2. For the first seven calendar days of a disability due to an on-the-job injury, the following provisions apply:
   a. For the first 40 regularly scheduled work hours in a payroll calendar year in which an employee is unable to work as the result of on the job injuries, the university will provide the employee’s full salary at the regular pay rate.
   b. After the first 40 hours missed in a payroll calendar year are paid, any other time missed from work during the first seven days following any injury in that year will either be without pay or charged to the employee’s accumulated time off benefits at the employee’s choice.
   c. Department heads may require a physician’s statement before approving payment for absences during the seven-day period.

3. Union-represented employees should go to the personnel policy manual applicable to their classification for the terms of the supplemental payments covering them.

F. State Worker’s Compensation Benefit

1. If Worker's Compensation determines that the employee is eligible, the employee will receive the lost wages benefit of the state Worker’s Compensation beginning on the eighth calendar day of disability. Such Compensation pays a portion of the employee’s salary. State legislation (which changes from time to time) determines the exact amount paid by Worker’s Compensation.
   a. For information about payment amounts and claims procedures, contact Worker's Compensation in Bloomington.

2. Employees may choose to supplement the state benefit through the use of accrued paid time off benefits in order to receive their full salary.
   a. Employees may charge a maximum of four hours per day to accrued paid time off benefits and compensatory time.
   b. Charges to vacation earnings do not count against the amount of vacation time employees can use in a calendar year.
   c. Employees who choose this option will continued to accrue paid time off earnings at the full
time rate.

3. Employees may choose not to use accrued time off benefits or may deplete their accrued time off benefits. In such cases, the employee is recorded as absent without pay and without time off benefit accrual.

4. If the employee does not return to work by the 30th calendar day of absence without pay and is still receiving the lost wages benefit of Worker’s Compensation, he or she is placed on a leave of absence and will continue to receive university service credit. Worker’s Compensation payments will continue as long as eligible under provisions of the law.