ININDIA UNIVERSITY

Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Injury on-the-Job
CWA 7.2

Effective date
Revised July 1, 2007

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

Procedure 7.2 Reporting and treatment of an on-the-job injury

1. Employees must report immediately any and all on-the-job injuries to their supervisor or designee, regardless of whether medical attention is sought. Failure to report an injury on the same day of occurrence--or in the case of cumulative trauma, when the employee becomes aware of the symptoms--may result in denial of a claim by Worker's Compensation.

2. The supervisor or designee must report the injury on the Occupational Injury/Illness Report form from Worker's Compensation and forward it to Worker's Compensation (the campus Human Resources office at Northwest) within 24 hours regardless of whether professional medical attention or lost time is indicated. At Bloomington, if treatment is sought, the supervisor must complete an Employer Authorization for Treatment form prior to or at the time treatment is sought.

3. The university has the choice of the attending physician for treatment of on-the-job injuries.
   a. At Bloomington, if the employee believes that treatment is needed, the employee must go to IU Health Occupational Services (West). Its address and hours of operation can be found at: iuhealth.org/bloomington/occupational-services/. If the center is closed or it is an emergency situation, the employee must go to the IU Health Bloomington Hospital Emergency Room.
      At Northwest, employees are to be treated at the Immediate Care Center located at 5521 W. Lincoln Hwy Suite 1A, Crown Pointe 46307 (219-769-1362). If the facility is closed, the employee must go to the Methodist Hospital Emergency Room.

4. An employee may not be entitled to Worker's Compensation benefits and university-provided injury leave if she/he:
   a. Fails to seek medical treatment for an injury that results in lost time
   b. Seeks treatment from a source other than the designated center for the campus (see above)

5. 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.

6. In cases where an employee is exposed to another person's tissue, blood, or fluid, the employee should contact the campus Environmental Health and Safety Office, and the Biosafety Officer of the Biosafety Committee on the Bloomington campus regarding the procedure to follow.

a. At Bloomington, the employee is required to go to IU Health Occupational Services (West) (or IU Health Bloomington Hospital if the center is closed) within two hours of exposure. The employee's supervisor must complete the Employer Authorization for Treatment form and submit it online to the center and complete and submit the Occupational Injury-Illness Report form to Worker's Compensation.

At Northwest, the employee should take one copy of the Occupational Injury-Illness Report form to his/her physician, or to a designated physician if one has been established, within two hours of exposure.

b. If a sample of the source of contamination can be obtained, the employee should take it to the center or IU Health Bloomington Hospital for testing.

c. The supervisor is to send a copy of the Occupational Injury-Illness Report form to the Biosafety Officer.

7. All employees' lost time as a result of on-the-job injury must be reported to Worker's Compensation.

8. Questions regarding this procedure should be directed to Worker's Compensation.

A. 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.

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 with restrictions; if the university cannot provide 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. If the employee is FMLA eligible, an FMLA leave should start immediately. See the FMLA policy.

B. Approval process and compensation for employees off from work due to on-the-job injury

1. For the first 40 regularly scheduled work hours of disability in a payroll calendar year in which the employee is unable to work as the result of an on-the-job injury, the university will provide the employee's full salary at the regular pay rate.

a. Department heads may require a physician's statement before approving payment for absences during the employee's time off from work.

2. If Worker's Compensation determines that the employee is eligible, then starting on the eighth day of
disability in which the employee is unable to work, Worker's Compensation provides payment for lost wages. This payment covers approximately 2/3 of the employee's average weekly salary up to a defined maximum. (State legislation determines the exact amount paid by Worker's Compensation. The amount can vary depending on legislation.)

- Questions regarding claims procedures and payment amounts should be addressed to Worker's Compensation.

3. Employees may, at their option, supplement Worker's Compensation benefits with earned compensatory time, vacation, or income protection time.
   - A maximum of four hours per day may be charged.
   - During the time that the employee uses earned time off, he/she continues to earn time off.
   - Charges to vacation do not effect the maximum hours (See Policy 12.7 Vacation Time) that may be used in a calendar year. Employees are still eligible to use the full annual amount.

4. When an employee depletes all of his/her time off accruals—or if an employee chooses not to use them—the employee is recorded as absent without pay and without benefit accrual.
   - Starting on the 30th calendar day of such status, the employee is placed on a Leave of Absence and will continue to receive University Service Credit.
   - Worker's Compensation benefits continue as long as eligibility continues.

C. Eyeware Coverage and Chiropractic Services

1. If the attending physician in an on-the-job injury case recommends chiropractic services, the university will pay for the recommended services. There are specific circumstances in which this policy applies and the employee must contact Worker's Compensation for the guidelines before seeking chiropractic care.

2. 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. At Bloomington, safety glasses provided by the University shall be replaced through the University Optometry Clinic. At Northwest, the university will either reimburse the employee for the amount required to obtain safety glasses or provide safety glasses through a designated vendor.

D. Permanent disability

When an employee is released from medical treatment yet sustains a permanent disability, then he/she may or may not be covered under the Employment Accommodations for Persons with Disabilities under the ADA-Title 1 Policy.