

## EMPLOYEE INJURY WORKERS' COMPENSATION GUIDE

The following information provides the employee and department with information, guidelines and expectations of the Workers' Compensation Program. The goal of CSU's Workers' Compensation program is to work cooperatively with our injured employees, their respective departments, and the medical providers. While the guide will answer some of your questions, please contact us if you have any questions or need any assistance with the Workers' Compensation process. Kenda Weigang, WC Manager, can be reached at (970) 491-4832 or at [kweigang@colostate.edu](mailto:kweigang@colostate.edu). Our main office number is (970) 491-6745. Additional Information is also available on our website: <http://rmi.prep.colostate.edu/wc/>

- If you or your supervisor have not already completed a first report of injury, please do so online at: <http://rmi.prep.colostate.edu/wc/>
  - Make sure that the employee's phone number and address are current.
- You will need to seek medical attention from one of CSU's Authorized Treating Physicians (ATP). A list of these providers can be found at <http://rmi.prep.colostate.edu/workers-compensation/atp/>. Please keep in mind that time taken off work prior to obtaining documented medical attention is your own time. Medical treatment sought outside of the ATP network may be billed directly to you. For consideration of billing coverage, outside of the ATP network, you will need to give the medical provider your claim number and CSU's Workers' Compensation billing information: CCMSI – P.O. Box 4998 Greenwood Village, CO 80155 Phone: (303) 804-2000, Fax: (303) 804-2005; Toll free (888) 428-4671.
- Unless you are taken off work by one of CSU's Authorized Treating Physicians (ATP), you are expected to continue to work. After your department reviews your work status report, you may continue to work in your department, performing work within your physical abilities, or be placed **temporarily** elsewhere within the CSU system.
- If your department does not have work for you, contact Risk Management **immediately** at (970)491-6745 or (970)491-4832 for an alternative/temporary assignment.
- If you are released to return to work, whether modified duty or full duty, and choose not to return to work, wage replacement benefits from CSU and through the Workers' Compensation system will be jeopardized. If you are not taken off work by the Authorized Treating Physician, and fail to report for work, it will be your own personal time.
- To prevent further injury, it is important that you work within the restrictions established by the Authorized Treating Physician. Failure to abide by these restrictions may result in disciplinary action. If you are performing work outside of your restrictions, please contact Risk Management immediately at (970)491-6745 or (970)491-4832 – so that we may assist you.
- In order to be paid through Workers' Compensation or CSU injury leave for a missed day, or leaving during your work shift**, the treating Workers' Compensation physician must take you off work. If you don't report to work due to your injury, or leave due to discomfort, you will need a note from the ATP taking you off work; **otherwise it will be your own personal leave.**
- In order to be paid for time missed from work due to your injury, you must turn in the lost time to your supervisor or your department's payroll person, along with medical documentation for the missed time. Without documentation from the medical provider that you attended an appointment or were taken off work, you will not be granted paid injury leave.
- In order to be paid for the day and for your appointment time, you are expected to report to work before and after medical appointments, when the appointments are scheduled during regular working hours. When possible, medical appointments should be made before or after your work shift. You are only allowed actual time to travel to/from and attend an appointment, under injury leave.

Employee Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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- You cannot take injury leave for time taken to attend a medical appointment that occurs when you are not normally scheduled to work, or during days you take off as sick or vacation time. Non-benefitted employees are not covered under the CSU injury leave policy and will not be reimbursed for missed time for medical appointments.
- You are to provide your supervisor with a copy of the work status sheet **within 24 hours** of seeing the physician or prior to the next work shift. If you do not provide an updated report, you may be sent home on your own time until medical documentation of your current status is provided. **You must provide this information to your regular supervisor whether or not you are currently working in your department.**
- MISSED TIME NEEDS TO BE REPORTED WEEKLY.** Please use the Workers' Compensation Time Sheet to report missed time. You may obtain this form on line at <http://rmi.prep.colostate.edu/workers-compensation/lost-time/> or by contacting our office. It is your responsibility to submit this document to your departmental HR person for processing. You and your department need to provide the injury time to Risk Management at General Services Building, via interoffice mail – Campus Delivery 6021, by fax at (970) 491-4804, or scanned and e-mailed to [workcomp@colostate.edu](mailto:workcomp@colostate.edu). This document may also be filled out online at: <http://rmi.prep.colostate.edu/workers-compensation/lost-time/>. Your time sheets need to be received by the Risk Management office no later than Tuesday of each week. If you fail to turn in a time sheet, your personal leave may be adjusted and injury leave delayed until your time is accounted for.
- While on modified duty, you are expected to adhere to all CSU and departmental personnel rules and regulations.
- If you will not be at work on a given day, you are to contact your *modified duty supervisor and Risk Management*, at (970) 491-6745. You must contact them immediately if you are having any difficulty fulfilling your modified duty tasks.
- Regular contact with your home department supervisor is highly recommended, whether you are working in a temporary placement or off work. Contact your supervisor and set up a time to meet or call each week.  
Time set: \_\_\_\_\_ Phone # \_\_\_\_\_
- Following the filing of your claim you will be assigned an adjuster through CCSMI. Please return all adjuster calls, and correspondence requested, in order to have the process run smoothly. If the adjuster's office is unable to complete the investigation of your claim, they may place the claim on a notice of contest.
  - If your claim is placed on a Notice of Contest (NOC) the following items may be affected until the issues outlined on the NOC are taken care of:
    - Wage loss benefits
    - Modified duty
    - Medical treatment/pending surgeries

**It is important to contact the adjuster if you are on a Notice of Contest and resolve any issues as soon as possible. While a claim is on Notice of Contest your injury will be treated as personal health; injury leave and other benefits outside of medical treatment will be on hold until the claim is deemed compensable.**

Employee Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **LOST TIME REIMBURSEMENTS FOR COMPENSIBLE CLAIMS**

*Lost time is defined as time missed from your normal work time schedule due to your injury; this time must be accompanied by a medical report.*

### **HOURLY EMPLOYEES**

- The first day of injury is not covered.
- Any time taken off prior to seeing a physician is not covered under lost time.
- Under Colorado Statute, the first three work shifts/24 hours (cumulative) of missed time is not paid under Workers' Compensation. The first three work shifts/24 hours will be your own time. However, you still need to report the time missed as injury leave to your department and provide corresponding medical documentation. This will allow for tracking of the first 24 hours.
  - o You may receive reimbursement for the first 24 hours if your time missed exceeds 80 hours.
- Please turn in any lost time you miss from work, for which you were taken off work by a medical provider or in the event there was not work available within the restrictions prescribed by the WC physician. You must make sure that your supervisor or departmental payroll person receives this information on a weekly basis. This can be done by completing an injury time sheet <http://rmi.prep.colostate.edu/workers-compensation/lost-time/>
  - o Once a claim is deemed compensable – Missed time will be approved by the WC department and processed through CCSMI. Starting on the 25<sup>th</sup> hour, any payments for missed time will be paid directly to the employee at a rate of 66-2/3% for time missed.

### **CLASSIFIED EMPLOYEES**

- The first day of injury is not covered under Workers' Compensation guidelines.
  - o CSU Administrative leave is granted on the first day provided an employee seeks medical attention that day.
- Under Colorado Statute, the first three work shifts/24 hours (cumulative) of missed time is not paid under Workers' Compensation. During your first 24 hours, you will take your own personal leave time. However, you still need to report the time missed as injury leave to your department and provide medical documentation for tracking purposes.
  - o Your leave time for the first approved 24 hours will be returned to if you miss more than 80 approved hours.
- Please submit any lost time work, for which you were taken off work by a medical provider or in the event no work was available within the restrictions outlined by the WC physician. You must make sure that your supervisor or departmental payroll person receives this information on a weekly basis. This may be done by completing an injury time sheet <http://rmi.prep.colostate.edu/workers-compensation/lost-time/>
- CSU has injury leave for permanent employees that have a **compensable** claim under the Workers' Compensation Act. Injury leave provides full pay for up to 90 occurrences (whole day increments regardless of the actual hours absent during an entered date). Injury Leave is paid to cover the employee's wages provided:
  - o The temporary compensation (in Colorado 66 and 2/3 of regular wage that would be sent to the employee) is paid/assigned to CSU and CSU would make up the difference to cover the employee's normal wage.
  - o Only time to and from appointments or time taken off work by the medical provider is covered.
    - If an employee takes more time than required for an appointment, this time will not be covered under injury leave.
- Please note that injured employees, eligible for on the job injury leave, who work a modified work schedule will be converted to a 5 day work week for purposes of calculating on the job injury leave, when in an off work status. For example employees who work four day/ten hour days will be converted to a five day/ eight hour work schedule
- For those injured employees, eligible for on the job injury leave, who have part time work schedules, the on the job injury leave benefit shall be prorated accordingly.

Employee Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **FACULTY AND ADMINISTRATIVE PROFESSIONAL EMPLOYEES**

Full-time faculty members and administrative professionals on regular or special nine- (9) month or twelve- (12) month appointments are entitled to a maximum of ninety (90) occurrences of injury leave, with full pay from scheduled work when required for recuperation from an on-the-job accident or an occupational disease, providing the accident or disease is determined to be **compensable** under Workers' Compensation. Since the individual is receiving full salary, the weekly benefits paid by Workers' Compensation are deposited directly to the University. The ninety (90) occurrence limit is the maximum that can be allowed for absences for a full-time employee resulting from any single injury incident. See additional provisions under state classified section. Benefits will be adjusted/prorated according to normal status (part-time, full time 9 month....)

If you need any assistance at any point during and following your return to work, please do not hesitate to contact Risk Management Services at (970) 491- 6745. Our goal is to return you safely to full duty and prevent future injury.

Employee Printed Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_