



Office of Risk Management and Insurance  
Fort Collins, Colorado 80523-6002  
Phone: (970) 491-6745  
Fax: (970) 491-4804  
[www.rmi.prep.colostate.edu](http://www.rmi.prep.colostate.edu)

**Date: 11/17/2016**

**Employee Name: «Claim.Claimant»**

Dear «Claim.Claimant»,

Our office has received your report of injury. We hope that this letter finds you doing well. Attached to this email is a packet of information regarding Workers' Compensation for your reference. I have included a copy of the incident report that was filed. Please review the report and contact our office within 5 business days if your report needs to be modified in any way.

Your claim has been transferred to Travelers Insurance Company who will handle your claim. You should receive claim information and a call from an adjuster within the next few days. For questions regarding your Workers' Compensation claim, contact Travelers Insurance at <http://www.mywcinfo.com> or (800) 252-4633.

In states where a medical provider can be designated by the employer, CSU requires that you seek treatment from one of these providers in order for medical care to be considered for payment.

For a list of additional authorized providers in your area, please visit:

Colorado Providers: <http://rmi.prep.colostate.edu/workers-compensation/atp/>

Out of State Providers: <http://www.mywcinfo.com>

Employees who have a work-related injury or occupational disease claim that is deemed compensable under Colorado's Workers' Compensation Statute are entitled to certain benefits. These benefits may include payment for medical expenses and wage replacement for authorized missed time.

We offer a Temporary Modified Duty program for employees with a compensable claim, who are unable to perform their regular duties and are placed on temporary restrictions. If for any reason you are having difficulty performing your job duties, or you are currently not working, please contact me immediately.

If you have questions regarding Family and Medical Leave Act (FMLA), short term disability (STD) or other payroll and benefit questions, please contact Human Resource Services at <http://hrs.colostate.edu>. If you need assistance from the Office of Equal Opportunity, you can contact them at <http://oeod.colostate.edu>.

Attached are documents for you to read, sign and return to [workcomp@colostate.edu](mailto:workcomp@colostate.edu) within 5 days of this email.

Please "reply all" to include departmental contacts in all correspondence.

This information confirms that you are aware of the CSU Workers' Compensation protocols and benefits. If you have questions or need further assistance, please contact CSU Workers' Compensation at (970) 491-4832 or visit our website at:

<http://rmi.prep.colostate.edu/workers-compensation/>

I wish you a speedy recovery,

Kenda Weigang

Workers' Compensation Program Manager

[kweigang@colostate.edu](mailto:kweigang@colostate.edu)

# WORKERS' COMPENSATION GUIDE

## Colorado State University

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 medical providers.

While this 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, [kweigang@colostate.edu](mailto:kweigang@colostate.edu)

Main office number is (970) 491-6745

Website: <http://rmi.prep.colostate.edu/>

### FILING AN INJURY / INCIDENT REPORT

An employee who is injured on the job or suffers an occupational illness needs to report the injury to their supervisor immediately and on line at <http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>.

- Injuries not requiring medical treatment, other than first aid, will be classified as an incident report and remain with Risk Management and Insurance, in case treatment is needed at a later date.
- A Work injury or exposure requiring medical care beyond first aid for the condition, resulted in death, or may require lost time from work. Will be processed as an injury claim and reported to CSU's Workers' Compensation insurance carrier or Third Party Administrator.

Workers' Compensation Insurance provides employees with appropriate medical care and a portion of lost wages following a compensable work-related injury, illness or disease in accordance to the State's Workers' Compensation Act.

### MEDICAL TREATMENT

Injured parties 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/> for Colorado claims.

Out of state claims are handled by Travelers Insurance and medical provider information can be obtain at <http://mywcinfo.com> <https://www.travelers.com/claims/claim-services.aspx> or by calling Ph.: 800-252-4633

Medical treatment sought outside of the ATP network may be billed directly to the employee or their personal insurance. For consideration of billing coverage outside of the ATP network, the employee will need to give the medical provider Workers Compensation claim number and CSU's Workers' Compensation providers billing information: For **Colorado**: CCMSI – P.O. Box 4998 Greenwood Village, CO 80155 Phone: (303) 804-2000, Fax: (303) 804-2005; Toll free (888) 428-4671

**Out of State**: Travelers CL Remittance Center PO BOX 660317 Dallas, TX 75266-0317 Ph. 800-252-4633

Please note that time taken off work prior to obtaining documented medical attention is not covered by Workers' Compensation

### LOST TIME

Inform Departmental Human Resources weekly of any time missed due to a work related injury or illness.

Hourly employees should only report time missed from their normally scheduled hours.

# WORKERS' COMPENSATION GUIDE

## Colorado State University

### LOST TIME (continued)

Compensation payments made to employees for lost wages resulting from an injury or occupational disease begins after missing a specified number of days depending on the state where the employee works. Time off needs to be supported by medical documentation.

For information regarding lost time coverage to <http://rmi.prep.colostate.edu/workers-compensation/atp/>

- Unless an employee is taken off work the Authorized Workers Compensation Medical Provider, they are expected to continue to work. Following a medical visit the employing department/work unit needs to review the work status report, and determine if the employee may continue to work in the department, performing work within medically outlined physical abilities, be placed **temporarily** elsewhere within the CSU system or sent home.
- If the department does not have work, Risk Management **immediately** at (970) 491-6745 or (970) 491-4832 for an alternative/temporary assignment.
- If an employee is released to return to work, whether modified duty or full duty, and chooses not to return to work, wage replacement benefits from CSU and through the Workers' Compensation system will be jeopardized. If injured work is not taken off work by the Authorized Treating Physician and fails to report for work, it will be their own personal leave.
- In order to be paid through Workers' Compensation or CSU injury leave for a missed day, or leaving during the work shift**, the treating Workers' Compensation physician must take the injured worker off work. Injured workers who don't report to work due to the work related injury, or leave due to discomfort, will need a note from the Workers' Compensation physician taking them off work; **otherwise it will be personal leave.**
- In order for wage replacement benefits to be considered for time missed from work due to the work injury, lost time needs to be turned into the supervisor or department's payroll person, along with medical documentation for the missed time. Without documentation from a medical provider paid injury leave may not be granted
- If CSU injury leave eligible - time missed for medical appointments scheduled during regular working hours may be covered if: the employee has missed more than 24 hours cumulative and the employee reports to work before and after appointments. When possible, medical appointments should be made before or after the work shift. Missed time will only be considered for the actual time to travel to/from and attend an appointment.
- 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 medical appointments aren't typically covered by the insurance carrier.
- 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.**

# WORKERS' COMPENSATION GUIDE

## Colorado State University

### LOST TIME (continued)

- 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.
- 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.
- If you are an out of state employee and eligible for CSU Injury leave benefits you will need to sign and comply with Injury leave reimbursement guidelines**

### RETURN TO WORK

Injured employees must receive approval before returning to work and before receiving light duty. A written release from the attending physician is necessary for approval to be considered.

- While on modified duty, the employee is expected to adhere to all CSU and departmental personnel rules and regulations.
- A return to work letter should be completed with the employee and supervisor.
- Weekly time injury time sheets should be completed.
- If the employee will not be at work on a given day, they are to contact their home department supervisor and Risk Management (970) 491-4832, [workcomp@colostate.edu](mailto:workcomp@colostate.edu).
- Please contact CSU Workers' Compensation if there are in issues or concerns about the assigned job duties, restrictions and return to work
- 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.

All needed forms can be obtained at <http://rmi.prep.colostate.edu/workers-compensation> and

The CSU Workers' Compensation Program is here to assist the employee and department through the injury process please do not hesitate to contact us.



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To: «Claim.Claimant»

From: Kenda Weigang, Workers Compensation Manager

Subject: Workers' Compensation and CSU Injury Leave

Workers' Compensation insurance provides employees with appropriate medical care and wage replacement benefits, when appropriate, following a compensable work related injury or disease. Each state has specific Workers' Compensation statutes that must be followed. Most states have a waiting period for missed time before wage replacement will begin. In addition, states only pay a percentage of an employee's average weekly wage for approved missed time.

In order to offset the reduction in wage, Colorado State University provides an on-the-job injury leave (OJIL) benefit for eligible, permanent employees. Injury Leave benefits provide full salary replacement for authorized absences during a Workers' Compensation claim.

*A permanent employee who suffers an injury or illness that is compensable under the Workers' Compensation Act shall be granted injury leave up to 90 occurrences (whole day increments regardless of the actual hours absent during a day) with full pay, if the temporary compensation is assigned or endorsed to the employing department. (Department of Personnel, Personnel Board Rule 4 CCR 801 and Personnel Director's Administrative Procedures, Board Rule 5-38).*

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.

In Colorado and a number of other states, workers' compensation payments can be made directly to Colorado State University for the employee's wage replacement benefits. In turn, CSU continues to pay the employee at 100%. Alternatively, some states require wage replacement checks to be sent directly to the injured employee. In states that require that checks be sent directly to the employee, the employee needs to sign over and surrender the check(s) to CSU immediately, at:

**Workers' Compensation Program**  
**Attn: Kenda Weigang**  
**141A General Services Building, Campus Delivery 6002**  
**Fort Collins, CO 80523-6002**

Employees that fail to return these checks in a timely manner will be rendered ineligible for OJIL through CSU.

In addition, employees are not to make more than 100% of their wages from any disability benefit during their workers' compensation claim. An employee must notify payroll and CSU's Workers' Compensation if they are receiving more than 100% of their wages or have been awarded Short Term Disability, in addition to Workers' Compensation.

After the exhaustion of OJIL, employees will retain these insurance checks and can use accrued leave to "make whole" (earn 100% of their respective pay). Please refer to the CSU Human Resources website: <http://www.hrs.colostate.edu/pdfs/hrs-manual-3-state-classified.pdf> or to the CSU Workers' Compensation Website: <http://rmi.prep.colostate.edu/workers-compensation/lost-time/> for more information.

Thank you,

Kenda Weigang, Workers' Compensation Program Manager

Statement of Understanding

I, «Claim.Claimant», have received a copy of the CSU Workers' Compensation Claim Package.

- I have read, reviewed and understand the requirements for locating a treating physician
- I have read, reviewed and understand the requirements Employee Guide
- I have read, reviewed and understand the requirements of the Injury Leaves letter, including:
  - o I need to surrender Workers' Compensation insurance checks to Colorado State University in order to receive CSU's OJIL benefit, if I meet the eligibility requirement.
  - o I need to notify CSU benefits and Workers Compensation if I am receiving both Short term Disability and Workers' Compensation benefits at the same time, otherwise, I may have payroll adjustments taken from my check for overpayments.

Employee Name: «Claim.Claimant» \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DDP/HR Name: \_\_\_\_\_ DDP/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DDP/HR: Please provide a copy of this packet in its entirety to the employee, maintain a copy for your records, separate from the employee's personnel file and return a signed copy of the Statement of Understanding to CSU Workers' Compensation via email [workcomp@colostate.edu](mailto:workcomp@colostate.edu), fax 970-491-4804, or Campus Delivery 6002.