

Fast Facts:

*You are responsible for paying your *insurance premiums* if you are off work.

Worker's Comp does not pay that for you.

*If you are off work for less than *7 days*, you have the option to use sick leave or annual leave to cover the time off or taking the time unpaid.

*If you are unable to return to work after *12 consecutive months off payroll*, your employment may be separated.

Western Michigan University

1903 W Michigan Ave
Kalamazoo MI
49008-5200 USA

Human Resources:

Phone: (269) 387-3620
Fax: (269) 387-3441
Mail Stop: 5217

Environmental Health and Safety:

Phone: (269) 387-5592
Fax: (269) 387-5561
Mail Stop: 5485

WHERE TO FIND FORMS:

Accident Report Form for EHS:

<https://www.wmich.edu/ehs/accident-injury-incident-report-311-form>

WC210 Form for Sincidence:

wmich.edu/sites/default/files/attachments/u368/2014/hr-form-injury.pdf



Worker's Compensation at Western Michigan University



So you've had a work related incident that resulted in an injury or illness...

This brochure covers the responsibilities of:

- You
- Your Supervisor
- Human Resources
- Environmental Health and Safety

Western Michigan University
Human Resources
Environmental Health and Safety

An **Emergency** can not and should not wait!

Some examples are:

- * You have a severe head injury
- * You have difficulty breathing
- * You are experiencing intense localized pain
- * Something is outside that should be inside
- * Someone with First Aid/CPR training is encouraging you to go

If you can wait to go to Sindecuse, please try to do so.



This guideline is provided to help you and your supervisor ensure that you are getting the proper medical care and timely pay.

We will discuss everyone's responsibilities as it pertains to your injury or illness.

All worker's compensation cases may be different, and this is only a guideline as of 6/15/2020*.

Check the employee handbook, or your collective bargaining agreement, if applicable, for additional information.

Please call us when you have questions or need any assistance throughout your case:

(269)387-5590 (EHS)

(269)387-3620 (HR)

EMPLOYEE RESPONSIBILITIES

- ◇ Notify your supervisor immediately and seek medical assistance: If it is Monday-Friday, from the hours of 8AM-5PM, call Sindecuse Health Center (269)387-3287. Be sure to tell them your visit is work-related. If time permits, complete a [WC210 form](#) and bring it with you. If you are having a medical emergency call 911 or proceed to the emergency room.
- ◇ Whether or not you receive medical care, you and your Supervisor must complete the Accident / Injury / Incident Report (WC311 Form). Submit any paperwork related to your work-related incident to your supervisor. Your supervisor must forward all your paperwork to Environmental Health and Safety, Mail Stop 5485.
- ◇ If the doctor has decided that they need to restrict your activity, be sure to abide by those restrictions when you are at home as well as at work. If your department can not accommodate your restrictions, then you may be taken off work.
- ◇ Call EHS at (269) 387-5590 if you are taken off work.
- ◇ If you require medical care outside of Sindecuse or are taken off work, your information is submitted to our worker's comp carrier, CompOne. A representative from CompOne may call you to verify your information, get information about the incident, and make sure your case is running smoothly.
- ◇ Sick leave must be exhausted before using annual leave.
- ◇ Be sure to attend all your doctors' and physical therapy appointments, and participate in your treatment plan.
- ◇ Keep you Supervisor, EHS, your HR Rep and CompOne in the loop with how you are doing.

HUMAN RESOURCES RESPONSIBILITIES:

- ◇ Please contact your Human Resources Representative to discuss:
 - ◇ Coordination of benefits.
 - ◇ Use of sick and annual leave.
 - ◇ Length of leave.
 - ◇ Healthcare benefits.
 - ◇ Any questions related to leaves of absence, benefits, and employment.

EHS RESPONSIBILITIES:

- ◇ Submit your claim, paperwork, and bills to CompOne.
- ◇ Keep record of appointments you attended, your restrictions, and when you are off and back to work.
- ◇ Facilitate communication between HR, CompOne, Sindecuse, and your Supervisor.
- ◇ Coordinate Sick Leave buy-back. If you are off longer than 7 days.
- ◇ Find answers for any questions you will have.

SUPERVISOR RESPONSIBILITIES:

- ◇ Call ahead to Sindecuse to alert them that an employee is on their way or to make an appointment for a non-urgent concern.
- ◇ Decide if they have work for you that can accommodate your restrictions, and notify you and EHS if they can accommodate or you will need to be off work.
- ◇ Pass along paperwork from your appointments to EHS.

Communication is key!

* The most current information can be found at the "Workers Compensation" link at the EHS webpage.