

## **Workers' Compensation**

### **Summary**

Workers' Compensation is designed to provide wage-loss benefits and coverage for reasonable medical-care expenses to employees who are injured or become ill through the course of their employment. All injuries that occur while performing job duties, or injuries/illnesses that are a result of the workplace or tasks that are performed, must be reported to the supervisor or a member of management by the end of the workday on which the injury or illness was experienced. All such injuries should be summarized in an incident report.

Employees and student workers who are injured on the job should notify their supervisor or department coordinator and report their incident by logging into the Dickinson Gateway and clicking on the WorkComp icon to complete the automated online form within 24 hours of the incident. All injuries, no matter how slight, need to ultimately be reported using the online reporting system via the Gateway in order to inform the Worker's Compensation carrier of a possible claim. Failure to notify us can result in the delay or denial of your claim.

Supervisors are requested to complete an Accident Investigation Form and submit it within five business days of the reported incident.

Student employees can receive limited first aid treatment at the Health Center. Employees should seek services from Dickinson's approved panel of providers. The panel can be found on the Human Resource Services' Web site.

Employees who experience lost time may use earned paid sick-leave benefits up to the time when Workers' Compensation payments begin. If time away from work exceeds 14 calendar days then Workers' Compensation payments will be issued to the college for the first 7 calendar days and the college will reinstate the portion of used sick leave during that period. Employees who are absent from work and receiving workers' compensation benefits cannot receive additional pay from the college in the form of holiday or vacation benefits and are required to use Family and Medical Leave concurrently. Please refer to the FMLA section for more details.