

POLICY 12
GROUP INSURANCE PLAN, WORKERS' AND UNEMPLOYMENT COMPENSATION

Rule 12.07 - Workers' Compensation

The University will provide benefits under the Workers' Compensation Act (820 ILCS 305/1 *et seq.*) and the Workers' Occupational Diseases Act (820 ILCS 310/1 *et seq.*) for an employee who suffers an accidental injury or a disabling occupational disease arising out of and in the course of employment by the University.

Regulations

12.071 Questions About Claims

It is the University's policy to pay benefits in accordance with the Workers' Compensation Act and the Workers' Occupational Diseases Act. Questions concerning the status of a claim shall be directed to the Office of Claims Management.

12.072 Procedures for Employee Injured On-the-Job

Any employee injured on-the-job shall:

- (a) Immediately report the accident, however slight, to his or her supervisor.
- (b) Seek immediate medical attention, if necessary. If the injured employee utilizes a designated medical facility, all reasonable and necessary costs will be paid. Lists of designated medical facilities and Preferred Provider Organizations (PPOs) are available from the Office of Claims Management. If the employee does not utilize a designated medical facility, some charges may not be paid by workers' compensation if they are deemed unnecessary.
- (c) Initiate an accident report form and file it with the supervisor. This form is available from the employee's unit, the Office of Claims Management or, at the Springfield campus, from the workers' compensation coordinator in the human resources office.
- (d) Submit a Permit to Return to Work to his or her supervisor upon reporting to return to work. This form, completed by the medical provider, validates that an employee may return to work.

Permit to Return to Work - With Restrictions

If a Permit to Return to Work is issued with restrictions, the physician issuing the permit must specify a date for reexamination to be conducted within thirty (30) days in order to determine if the injured employee is capable of resuming full duties.

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If a Permit to Return to Work is issued with restrictions, special work assignments, if feasible, will be made between the injured, the University Office of Claims Management, and the employing unit.

- (e) Report to one of the designated medical facilities for examination as soon as possible if a personal physician defers the employee from work for more than three work days.
- (f) Contact the Office of Claims Management in case of questions about workers' compensation.

12.073 Procedures for Supervisor of Injured Employee

The supervisor shall:

- (a) In case of a critical injury, call the University Police/Fire Department or appropriate emergency responders and request medical assistance. Follow the instructions given by the emergency staff. As soon as practicable after the employee has received emergency medical attention, inform the Office of Claims Management or, at the Springfield campus, the workers' compensation coordinator in the human resources office.
- (b) Have the employee complete an accident report. In most situations, the employee should complete the form within twenty-four hours of an accident. If the employee is incapacitated for a period of time, the employee may complete the form within 45 days. An employee may also make verbal notification to the supervisor in lieu of an accident report.
- (c) Complete the supervisor's section, sign the accident report form, and promptly forward to the unit head, preferably within twenty-four (24) hours.
- (d) Require that an injured employee provide a Permit to Return to Work prior to returning to work.
- (e) Forward the Permit to Return to Work to the unit head.

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- (f) Make reasonable accommodations to return the employees with restrictions to work.

12.074 Procedures for Unit Head

The unit head shall:

- (a) Assure that a "Notice to Employees" about workers' compensation is posted on the unit bulletin board. These "Notices" are sent to each employing unit office by the Office of Claims Management or, at the Springfield campus, by the workers' compensation coordinator in the human resources office.
- (b) Review, sign, and promptly forward all accident report forms to the Claims Management Office or, at the Springfield campus, to the workers' compensation coordinator in the human resources office.
- (c) Prepare and forward the Department Report on Disability Benefits by pay periods to the Office of Claims Management for employees who have lost time from work.
- (d) Assist in making reasonable accommodations to return the employees with restrictions to work.

12.075 Responsibilities of Designated Medical Provider

The Designated Medical Provider shall:

- (a) Provide necessary medical treatment.
- (b) Prepare and forward all copies of the Physician's Injury Report to the Office of Claims Management within 24 hours or, at the Springfield campus, to the workers' compensation coordinator in the human resources office.
- (c) Issue a Permit to Return to Work for the injured employee, indicating any work restrictions that apply.

12.076 Responsibilities of Claims Manager

The Claims Manager or a designee shall:

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- (a) Investigate claims to determine compensability under Workers' Compensation or Occupational Diseases Acts.
- (b) Visit and take statements from witnesses, supervisors, and the injured employee as warranted.
- (c) Maintain liaison with the injured employee, physicians, hospitals, and University departments regarding the injury.
- (d) Inform units and employees of University policies and procedures that apply in case of an on-the-job accident or occupational illness and of their rights under applicable laws.
- (e) Be responsible for the benefits payable in all claims.
- (f) Administer benefits to eligible employees according to the Workers' Compensation Act.
- (g) Notify the human resources records unit when the employee returns to work so the employee can be credited with the correct service time and other benefits earned while on workers' compensation.

12.077 Employee Orientation

At the time of employment, each employee will receive orientation on procedures to follow in case of an accident