

Workers' Compensation/Work Injuries and Illnesses Policy

POLICY STATEMENT

This policy defines employees' rights and responsibilities during a work-related injury or illness at Chapman University.

REASON FOR THE POLICY

Workers' compensation policies are designed to provide assistance when you have a work-related injury, illness, or medical condition. This policy applies to cases whether the employee is missing work or still working.

POLICY

Workers' Compensation Insurance

The University carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. It is a no-fault system with benefits paid to the employee, no matter who is at fault.

Compensation payments begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. The total cost of this workers' compensation insurance coverage is paid by the University.

If you cannot work due to a work-related injury, you are entitled to the following benefits:

- Medical care to cure or relieve the effects of the injury
- Compensation payments to help replace lost wages
- Temporary disability payments if you lose time for work
- Permanent disability to compensate for diminished earning capacity
- Death benefits to be made to surviving dependents
- Disability management services to help in returning to work

Employees who are injured while working must report it to their supervisor immediately or as soon as possible after the injury, regardless of how minor the injury might be. The supervisor is responsible to report it to the Office of Human Resources or to Public Safety if immediate medical attention is needed. If the supervisor is not available, the employee must report it directly to the Office of Human Resources. Additionally, the employee must file an online [Incident/Accident Investigation Report](#) as soon as possible following the incident that resulted in the injury. Human Resources will send the injured employee workers' compensation forms and information including the "At the Time of Injury" brochure and the DWC-1 form.

Questions regarding the workers' compensation insurance program should be directed to Employee Relations in the Office of Human Resources.

When there is a suspicion or a belief that an employee has become ill or injured for work-related

reasons:

- The Employee Relations Department in the Office of Human Resources must be notified immediately by the employee and/or the supervisor;
- The employee must be given an application for workers' compensation benefits within 24 hours of the alleged injury or illness, and advised of his/her rights to apply for workers' compensation benefits.
- The employee's supervisor is required to file a Supervisor's Report of Injury.

For more information, refer to the pamphlet "At the Time of Injury" and contact the Human Resources Department for an explanation of medical treatment, benefits, waiting periods for leave and procedures.

If a leave is approved, the employee will be notified and must provide progress reports from the attending health care provider(s) no less than once every thirty days concerning the employee's status and expected date of return. In addition, the employee must include a written statement of intent to return to work upon expiration of the leave or every thirty days.

University-sponsored benefits for a workers' compensation leave run concurrently with disability leave ([Disability Leave Policy](#)) and family and medical leave ([Family Medical Leave Policy](#)).

If an employee's absence due to a work-related injury or illness lasts for longer than 5 days, the employee may also be eligible for a Disability Leave ([Disability Leave Policy](#)). If the employee requires any work restrictions or accommodations due to their work-related injury or illness, they may enter into the [interactive process/ADA Accommodation](#).

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/workers-compensation-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: 9/8/2020

(signed)

President

PUBLICATION DATES:

Effective: 11/1/2020

RELATED MATERIALS:

<https://www.chapman.edu/faculty-staff/human-resources/files/policies/disability-leave-policy.pdf>

<https://www.chapman.edu/faculty-staff/human-resources/files/policies/family-medical-leave-policy.pdf>

<https://www.chapman.edu/faculty-staff/human-resources/workplace-accommodations.aspx>