SNU Policy: Workers' Compensation Policy
SNU Policy ID: Benefit Information D-08
Reviewed by: Director of Human Resources
Approval Authority: Chief Financial Officer
Effective Date: April 27, 2026
Next Review Date: April 27, 2031

1. Purpose

This policy is governed by the Worker's Compensation laws of the state(s) in which the University operates. The purpose of this policy is to ensure that all university employees receive prompt and appropriate care and support in the event of a work-related injury or illness. This policy outlines the procedures for reporting, documentation, medical treatment, return-to-work processes, and compliance with applicable state and federal Workers' Compensation laws.

2. Scope

This policy applies to all university employees, including:

- Full-time, part-time, and temporary staff
- Faculty (full-time and adjunct)
- Student employees while performing duties within the scope of their university employment.
- Seasonal and grant-funded employees.

Contractors, volunteers and vendors are not covered by this policy and should seek coverage from their employer.

3. Definitions

Work-Related Injury or Illness:
Any injury, illness, or occupational disease that arises out of or in the course of employment, as defined by state Workers' Compensation statutes.

Modified/Light Duty:
Temporary work assignments that accommodate medical restrictions during recovery.

4. Employee Responsibilities

Employees must:

1. **Report all injuries or illnesses immediately**, no later than the end of the shift during which the injury occurred, to their supervisor.
2. **Seek medical attention** from an approved provider when required.
3. **Complete all required forms**, including incident reports and medical release forms.
4. **Actively participate in return-to-work efforts** and comply with medical restrictions.
5. **Notify the Supervisor and Human Resources** of any changes in condition or ability to work.

Failure to report timely may result in delayed processing, denial of benefits, or disciplinary action, consistent with state law and university policy. No employee will suffer adverse action, including retaliation, for reporting a work-related injury or illness and should report any such action to Human Resources immediately.

5. Supervisor Responsibilities

Supervisors must:

1. Ensure injured employees receive prompt medical care.
2. Immediately report the injury to Human Resources.
3. Assist the employee in completing incident documentation within 24 hours.
4. Preserve the scene of any serious incident for investigation, if applicable.
5. Support transitional return-to-work assignments when medically appropriate.

6. Human Resources Responsibilities

Human Resources will:

1. File all required reports with the Workers' Compensation carrier and state agencies.
2. Coordinate communication between the employee, supervisor, medical provider, and carrier.
3. Records will be retained in accordance with state law and the university's records retention schedule.
4. Evaluate and approve modified duty assignments.
5. Oversee return-to-work planning and monitor restrictions and accommodations.

7. Medical Treatment

- Employees must use **university-approved medical providers** for initial evaluation and treatment unless the injury is life-threatening.
- Emergency situations should be handled at the nearest hospital or emergency facility.
- Follow-up care must be coordinated through the approved provider network, unless otherwise required by law.

8. Reporting Procedure

Employees must:

1. Report the incident to their supervisor immediately.
2. Seek medical care if needed.
3. Complete the Employee Incident Report Form within 24 hours.

Supervisors must:

1. Complete the Supervisor Incident Report Form within 24 hours.
2. Submit all documentation to Human Resources.

Human Resources must:

1. Report claims to the Workers' Compensation carrier as soon as possible, generally within 24–48 hours.
2. Human Resources or the University Department of Public Safety may conduct investigations as necessary, including witness interviews and review of video or safety records.

9. Wage Replacement and Benefits

Workers' Compensation benefits, including medical, wage replacement, and disability benefits—are administered according to state law. The university will comply with all applicable requirements, such as waiting periods, reporting, provision of available transitional or light duty assignments or other requirements under applicable law. The university does not supplement or replace state-mandated benefits except as expressly provided in university policy.

Employees will use available paid leave to supplement wage benefits to their regular earnings, where permitted by law.

10. Return-to-Work & Modified Duty

The university is committed to supporting employees' safe and timely return to work.

- Modified or transitional duty assignments may be provided when medically appropriate and operationally feasible.
- Assignments are temporary and reviewed regularly.
- Employees must comply with medical restrictions and provide updated documentation after each appointment.
- Unreasonable refusal of an approved modified duty assignment may affect eligibility for wage replacement benefits, subject to state law.

If an employee is unable to return to their regular duties, Human Resources will coordinate long-term options consistent with legal requirements.

11. Fraud Prevention

Any employee who knowingly falsifies or misrepresents information regarding a work-related injury or illness may be subject to disciplinary action, up to and including termination, and may be subject to criminal penalties under state law.

12. Confidentiality

Medical information and claim records are confidential and maintained separately from personnel files in compliance with HIPAA and ADA and applicable state regulations and privacy laws.

13. Compliance

All employees and supervisors must comply with this policy, relevant state Workers' Compensation statutes and all university safety policies. This policy does not create a contract of employment or alter the "at will" status of employment and may be modified at any time at the university's discretion.