

Workers' Compensation Insurance

As soon as you are on the University payroll, you are automatically covered by Workers' Compensation Insurance (WCI). WCI ensures that the University will pay all reasonable costs of medical treatment and hospitalization if you are accidentally injured on the job, or if you contract a disease or infection directly caused by a condition at work. There is no cost to you for this coverage.

If you're injured on the job, you must notify your supervisor **immediately**, who will submit the required forms promptly to Human Resource Services.* **All injuries** (even minor ones) should be reported as soon as possible. The injury should be a matter of record in case problems or medical complications arise at a later date. To comply with the Workers' Compensation Act, you **must** give notice of injury within 30 days. The supervisor should be kept informed of all details related to the claim—lost time from appointments, bills, etc. It is **your** responsibility to notify your supervisor of these details. The Human Resource Service WCI office does not take care of this for you.

Benefits are paid for work time lost if your attending physician certifies you are unable to work because of an on-the-job injury.

You are allowed reasonable time for visits to the doctor, which are chargeable to sick. Accrued sick leave and vacation are not charged for time missed on the day of the injury. If the attending physician reports that it is necessary for you to lose a full day or more of work, you may

1. Use sick leave and/or vacation time to remain on the payroll;
2. Or you will be placed on Leave Without Pay, and you will receive **weekly compensation benefits, after a seven-day waiting period.**

If you have to pay for a doctor or hospital visit out of your own pocket, you should send all receipts to the Benefits Section along with a written statement signed by you requesting reimbursement. When the medical report from the doctor is received, payment will be made, usually within four to six weeks.

**Please contact our [Utilities Personnel Rep](#) to obtain the required forms such as the Employee Injury Report and Supervisor's Guide to Handling WCI Claims. For immediate assistance please call 471-4572.*