

WORKERS COMPENSATION POLICY

Employees (*faculty, administrative or classified staff*) who are injured at work must complete a BGSU Injury/Illness Report Form within 24 hours of the incident. If the injured worker is unable to do so, the employee's immediate supervisor may complete the form using the best information available. The completed form, which can be found at http://www.bgsu.edu/offices/envhs/injury_illness/index.htm, is to be sent to Environmental Health and Safety, 102 College Park.

Any employee injured in the workplace as a result of performing assigned duties and who need to seek medical attention should go to the nearest hospital. The employee should present the Worker's Compensation (WC) card immediately so the hospital does not invoice the university's medical plan. Worker's Compensation cards are available by contacting Benefits Office within the Office of Human Resources.

In order to file a claim with the Bureau of Worker's Compensation (BWC), a First Report of Injury (FROI) must be completed and filed with the BWC. If the employee seeks medical attention at Wood County Hospital, the hospital will automatically file the FROI. The injured worker may also complete and submit the FROI on-line at <http://www.ohiobwc.com>. An injured worker has two years from the date of injury to file a WC claim.

Once a claim has been submitted to the BWC, the injured worker will begin to receive paperwork via postal mail regarding the claim. The paperwork will provide important information such as claim number, the Bureau's case manager, general information, etc. A claim will be designated as "medical only" or "lost time."

A *medical only claim* covers an injured worker who misses 0-7 days (calendar days, not business days) of work. A *lost time claim* is when 8 or more consecutive days of work are missed. If the injured worker missed three or more days of work, Family Medical Leave Act (FMLA) paperwork should be obtained by contacting the Benefits Office within the Office of Human Resources.

Injured workers who miss 8-13 consecutive days of work may be eligible to receive lost wages from the BWC for days 8-13 only. Injured workers who miss 14 consecutive days of work may be eligible to receive wages from the first day of the missed work. The BWC will only pay lost wages on an approved claim only if the following types of time are used during the injured worker's absence: vacation, compensatory time, personal time, leave-without-pay. The BWC will NOT pay lost wages to an injured worker if SICK TIME was used during the leave. The injured worker may use any type of available time while on leave (if applicable). Supervisors do NOT have to approve use of vacation, compensation, or personal time. Again, the BWC will NOT pay lost wages if SICK TIME has been used; however, the injured worker may use paid sick leave if desired.

A claim will either be approved or denied. The BWC makes the final decision. If it is a *medical only* claim and it is allowed by the BWC, the medical bills will be reviewed and paid by Gates McDonald Health Plus. Bowling Green State University has the right to appeal an approved claim. If a claim is denied, injured workers have 14 days from the day the order was received to submit an appeal in writing to the Bureau. Failure to submit an appeal within the designated time frame will result in a permanent disallowance of the claim. The injured worker will receive written notification of the date, time and place the appeal will be heard. Bowling Green State University will allow the injured worker four hours of paid leave to attend the hearing.

If the Emergency Room doctor determines that the employee cannot return to work, the employee MUST obtain a doctor's note to include the following:

- date(s) to be off work
- diagnosis (why taking off work)
- restrictions (if any)
- estimated return date

The employee must provide a copy of the doctor's note to the Office of Human Resources and the immediate supervisor. Failure to comply with the above could result in a *job abandonment judgment* leading to possible termination.

Additional information on the Worker's Compensation Policy is available in the Administrative Staff Handbook and Classified Staff Handbook. There is no information on this policy in the Charter's Faculty Handbook although the policy applies to faculty.

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