



## **WORKERS' COMPENSATION POLICY**

### **West Chester University**

#### **I. ELIGIBILITY**

Full and part-time paid employees, who sustain a work related injury, illness, or disease, may be eligible for Workers' Compensation Benefits.

#### **II. RESPONSIBILITIES**

Supervisor, Employee and Human Resources responsibilities are detailed in the Workers' Compensation Responsibility Matrix.

#### **III. POSTING OF EMPLOYEE NOTIFICATION**

A copy of the Workers' Compensation Employee Notification, which details the procedures, care sites and employer/employee responsibilities in the event of a work related injury, illness, or disease, is posted in employee areas (See Supervisor for specific location).

#### **IV. REPORTING A WORK RELATED INJURY, ILLNESS OR DISEASE**

All work-related injuries, illnesses or diseases must be immediately reported to the employee's supervisor.

The employee and Supervisor work together to complete the Employer's Report of Occupational Injury or Disease form and the incident is reported per the Reporting a Work Related Injury, Illness or Disease procedure.

## **V. OBTAINING MEDICAL TREATMENT**

The employee must seek medical treatment from one of the approved medical practitioners and comply with the treatment guidelines described in the Workers' Compensation Employee Notification form.

It is the employee's right to seek medical treatment. However if the employee declines this right, they are still responsible for notifying their supervisor, who will still complete the Employer's Report of Occupational Injury or Disease form.

## **VI. RETURNING TO WORK**

West Chester University is committed to a modified duty program and will work with the employee and the employee's doctor to determine work within the employee's limitations.

The employee must provide regular updates regarding their medical condition to their Supervisor.

If the employee's doctor determines that the employee is able to perform modified duties or is able to return to work on a reduced time basis (part-time), then the employee must discuss these possibilities with their Supervisor.

As soon as the employee's doctor certifies that an employee is able to return to work, the employee must contact their Supervisor immediately with this information.